



18. Request for the Endorsement of Affidavit of Legitimation/AUSF/AAP to PSA for SECPA

This request is to endorse the civil registry documents with the Affidavit of Legitimation (AOL), Affidavit to Use Surname of the Father (AUSF)/or Affidavit of Admission of Paternity (AAP) forwarded to the office of the Civil Registrar General (OCRG) to have it available at PSA database.

Office or Division	Office of the Municipal Civil Registrar			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	Parents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registered Affidavit of Legitimation/AUSF or AAP - (2) certified copies		Client		
Certificate of Registration of Affidavit of Legitimation/AUSF or AAP - (2) original copies		Office of the Municipal Civil Registrar		
Annotated Certificate of Live Birth - (2) original copies		Office of the Municipal Civil Registrar		
Unannotated Certificate of Live Birth - (2) original copies		Office of the Municipal Civil Registrar		
Mailing envelope (1) original copy		JRS Airmail		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the civil registry documents to the receiving area	1. Receive, verify and review the civil registry documents	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
2. Prepare the copy issued to OCRG and endorsement	2.1. Issue the annotated and unannotated copy of civil registry documents	None	10 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar



	2.2. Prepare and encode the endorsement letter	None	5 Minutes	
3. Receive transmittal and mailing receipt	3. Indorse the civil registry documents to PSA, Quezon City thru JRS Airmail	None	10 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	TOTAL:	None	30 Minutes	

Request for the endorsement of AOL/AUSF/AAP to PSA is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753