

# Registration of Legal Instruments/ Legitimation of Natural Child

## ☑ ABOUT THE SERVICE

AS A GENERAL rule, all legal instruments shall be registered in the civil registry of the place where they were executed except the following:

- Affidavit of Reappearance – where the parties to the subsequent marriage are residing;
- Marriage Settlement – where the marriage was recorded
- Admission of Paternity; and
- Acknowledgement; Legitimation; Voluntary Emancipation of Minor; Parental Authorization or Ratification of Artificial Insemination – where the birth of the child was recorded

Not falling under the aforementioned exceptions are the following registrable instruments:

- Acknowledgement
- Acquisition of citizenship
- Certificate of legal capacity of contract marriage
- Option to elect Philippine citizenship
- Partition and distribution of properties of spouses and delivery of the children’s legitime; and
- Waiver of rights interests of absolute community.

All legal instruments executed abroad shall be registered in the civil registry office of Manila.

## ☑ REQUIREMENT(S)

- **LEGAL INSTRUMENT**
- **LEGITIMATION OF NATURAL CHILD**
  - Marriage Contract of Parents
  - Birth Certificate of the child
  - Joint Affidavit of Legitimation of the parents
  - Affidavit of Acknowledgement of paternity
  - Legitimation Fee

## ☑ FEES

- LEGAL INSTRUMENT - P150.00
- LEGITIMATION OF THE NATURAL CHILD – P160.00

## ☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1.	Present the required documents to LCR personnel		
2.	Examines the presented documents for registration and annotation.	5 to 10 minutes	Elizabeth G. Cadalo

			Alexander Cagasan
<b>3.</b> Client is advised to pay the required fees			Melba A. Bucog
<b>4.</b> Registration of the Legal Instruments and Annotation to the Affected Civil Registry Record.  Client is advised to wait while EIC enters the legal		15 minutes	Elizabeth G. Cadalo
<b>6.</b> Preparation of the annotated civil registry Record.		15 minutes	Ma. Lovella E. Acebes MCR
<b>7.</b>  MCR logs and releases the documents to the client.		1 minute	Ma. Lovella E. Acebes MCR
<b>Total</b>		<b>31 minutes</b>	