

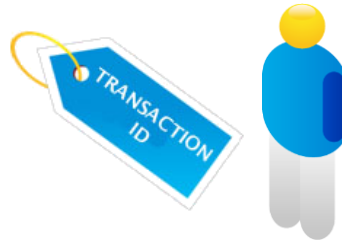
REGISTRATION OF LEGAL INSTRUMENTS

Contact Person: Ms. Marites Bentilanon

Contact Number: 227-8060

Step 1

Get a transaction ID for *Legal Instruments* at the Front desk



Step 2

Present the civil registry record and the supporting documents for evaluation at the Legal Instruments Div. staff



Step 3

Fill up the necessary forms (*doc track form*)



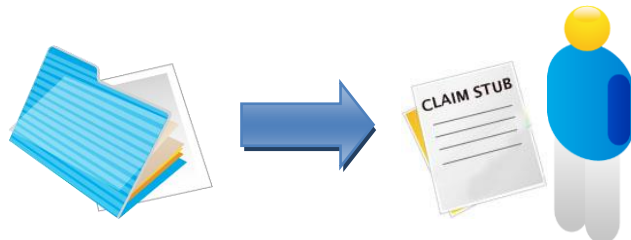
Step 4

Pay the corresponding fees at the CTO



Step 5

File the application at the Administrative Section & receive the claim stub



Step 6

Return to the CCRO to claim the Certificate of Registration etc. on the date specified in the claim stub



TIME FRAME

Processing – 1 Hour

Releasing – After 1 month



Requirements for LEGITIMATION

- NSO copy of Certificate of Live Birth of the child (1 copy)
- LCR copy of Certificate of Live Birth of the child (1 Certified True Copy)
- Marriage Certificate of Parents (1 Certified True Copy)
- CENOMAR of both parents
- Valid Identification Cards of both parents (1 Photocopy)
- Personal appearance of both parents
- Certificate of Legal Capacity (if father is foreigner)

	<u>Filipino Father</u>	<u>Foreigner/Alien</u>
Registration Fee	200.00	200.00
Certification Fee	75.00	75.00
Admission of Paternity <i>(if applicable)</i>	200.00	500.00

Requirements for R.A. 9255 (AUSF)

- NSO copy of Certificate of Live Birth of the child (1 copy)
- LCR copy of Certificate of Live Birth of the child (1 Certified True Copy)
- Valid Identification Cards of both parents (1 Photocopy)
- Personal appearance of both parents

	<u>Filipino Father</u>	<u>Foreigner/Alien</u>
Registration Fee	200.00	500.00
Certification Fee	75.00	75.00
Admission of Paternity <i>(if applicable)</i>	200.00	500.00