



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL CIVIL
REGISTRAR'S OFFICE**
ADMINISTRATIVE SERVICES



5. APPLICATION FOR LEGITIMATION OF CHILD & RA 9255

-- Illegitimate child can use the surname of the father



Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none">1. Certificate of Live Birth2. Affidavit of Acknowledgment/Admission of Paternity3. Joint Affidavit of Legitimation of Child4. Affidavit to Use the Surname of the Father (AUSF)<ul style="list-style-type: none">- signed by the mother if the child is 0-7 yrs old- signed the child w/ attestation of the mother for 8-17 yrs- signed by the child w/o attestation of the mother for 18 yrs old5. Marriage Certificate of the parents6. Advisory on Marriage of the Parents7. Handwritten document8. Or Any public documents showing affiliation of the child9. CTC			LCR	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge	Review & evaluate as to the completeness of the supporting documents Verify record on file		10 minutes	Grace
2.	Order client to pay at the MTO: <ul style="list-style-type: none">-Legitimation fee/RA 9255-Secretary's fee (2) Additonall fees for SECPA: <ul style="list-style-type: none">- endorsement fee- Mailing- Breqs service fee- SECPA(PSA) Prepare additional supporting documents for clients signature	300 120 100 90 200 155	15 minutes	MTO Personnel Grace
3. Present O.R.	Client affix his/her signature Inform client to come back after 1-2 mos for his SECPA		2 mos.	

TOTAL:			2 mos.& 25 mins	

NOTE: Waiting time may vary depending on the action of the PSA.