



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





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



11.OUT OF TOWN APPLICATION FOR LEGITIMATION, RA 9255 & SUPPLEMENTAL REPORT

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>1. PSA Copy of the Certificate of Live Birth/Death/Marriage</div> <div>2. AFFIDAVIT of Aknowledgment/Admission of Paternity</div> <div>3. Joint Affidavit of Legitimation of Child</div> <div>4. Marriage Certificate</div> <div>5. Affidavit to use the surname of the father</div> <div>6. Baptismal Cert. or any documents showing affiliation of the child</div> <div>7. Affidavit of Supplemental Report</div> <div>8. CTC</div> <div>Fees: Service fee            100</div> <div>      Incidental fees of the receiving LCR</div> <div>      Mailing</div>		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<div>1. Approach employee in charge &amp; submit documents</div> <div>Present O.R.</div>	<div>Check &amp; review as to the completeness of the documents</div> <div>Advice client to pay LCR service fee @ MTO</div> <div>Advice client to wait for our txt msge or make follow up for the approved application from the receiving LCR</div>	100	<div>15 mins.</div> <div>2 mos.</div>	<div>Grace</div> <div>MTO</div>
TOTAL:		None	2 mos. & 15 minutes	

NOTE: Waiting time for the approved application may vary from the action taken by the receiving MCR.