



## 8. Admission of Paternity/R.A. 9255 (An Act Allowing Illegitimate Children to Use the Surname of the Father)

This is the process of allowing the child, born from March 19, 2004 onwards, whose parents are not married during the time of birth up to the present, but was acknowledged by the father, to use the surname of the father.

<b>Office or Division:</b>	City Civil Registry Department - Counter 14			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who may avail:</b>	Parents of Quezon City-born illegitimate children			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certified True Copy of Child's Certificate of Live Birth, back-to-back, if with Admission of Paternity (1 original)		City Civil Registry Department - Counter 1 or 2		
Baptismal Certificate (1 original)		Place of baptismal		
School records ( <i>Form 137/ Form 138</i> ) Medical records ( <i>Immunization Record</i> )		School, Hospital		
<p><b>FATHER:</b> To prove child's filiation, any two (2) of the following:</p> <ul style="list-style-type: none"> <li>• Employment Record</li> <li>• SSS/GSIS Record/ Insurance Policy</li> <li>• Income Tax Return (ITR)</li> <li>• Statement of Assets and Liabilities (SALN)</li> <li>• Pag – ibig / Philhealth (MDR)</li> </ul> <p><b>NOTE: PERSONAL APPEARANCE OF BOTH PARENTS IS REQUIRED</b></p> <p>Please bring the following:</p> <ul style="list-style-type: none"> <li>- <b>Valid ID's or CEDULA</b></li> <li>- <b>Original documents and One (1) set photocopy</b></li> </ul> <p><b>***If not Acknowledged by the father, same requirements shall be required. Please prepare two (2) sets of Admission Paternity</b></p>		<p>Company/Employer of Father; SSS/ Insurance Company; GSIS; BIR;</p> <p>Pag – Ibig/ Philhealth</p>		
<p><b>If child is 0-6 yrs. old:</b></p> <ul style="list-style-type: none"> <li>• Affidavit to Use the Surname of the Father (AUSF) shall be executed by the mother</li> </ul> <p><b>If child is 7 – 17 yrs. old:</b></p> <ul style="list-style-type: none"> <li>• Affidavit to Use the Surname of the Father (AUSF) shall be executed by the child with mother's attestation</li> </ul> <p><b>If child is above 18 yrs. old:</b></p> <ul style="list-style-type: none"> <li>• Affidavit to Use the Surname of the Father (AUSF) shall be executed by the child without mother's attestation</li> </ul>		City Civil Registry Department - Counter 13		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits required documents	1. Receives requirements for registration, check if documents are in order	R.A. 9255 - PHP 100.00  Certified True Copy (CTC) - PHP 120.00	10 Minutes	<i>Releasing Clerk</i> City Civil Registry Department



2. Pays at City Treasurer's Office as indicated in the order of payment	2. If requirements are in order, issues order of payment		5 Minutes	<i>Collector</i> City Treasurer's Office
3. Receive/ Release document	3. Upon receipt of Official Receipt, issues claim stub indicating the time and date of release.	Admission of Paternity - PHP 300.00  Legal Instrument - PHP 150.00	3 Days	<i>Searcher / Processor / Signing Officer</i> City Civil Registry Department
	3.1. Records, assign registry number then transmit to Records Division for searching, verification, processing, annotation, issuance of certification duly signed before release.	Documentary Authentication- PHP 100.00  Documentary Authentication for AUSF only – PHP 250. 00  Documentary Authentication for Admission only (RA9255)- PHP 150.00		<i>Releasing Clerk</i> City Civil Registry Department
<b>TOTAL:</b>		PHP 470.00 – AUSF only  PHP 600. 00 – Admission only  PHP 770.00 – Admission and AUSF	3 Days, 15 Minutes	

Admission of Paternity is qualified for multi-stage processing. Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.