



9. Legitimation with Admission of Paternity, Legitimation including R.A. 9858 / Supplemental Report

Legitimation is the process of allowing the child, whose parents were not married at the time of birth, but has a subsequent marriage, to use the surname of the father.

Supplemental Report is the process of supplying the missing or omitted information in the Certificates of Live Birth registered in Quezon City.

Office or Division:	City Civil Registry Department - Counter 13
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Parents/minor parents of Quezon City-born illegitimate children who eventually married each other; document owner with missing entry in the COLB (supplemental)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Legitimation with Admission of Paternity and Legitimation including R.A. 9858:	
Certificate of No Previous Marriage (CENOMAR) of both parents (1 original)	PSA
Certificate of Marriage of parents - PSA copy (1 original)	PSA;
Certificate of Marriage of parents - LCR copy (1 original)	City Civil Registry Department - Counter 3
Child's Certificate of Live Birth - PSA copy (1 original)	PSA;
Child's Certificate of Live Birth - LCR copy (1 original)	City Civil Registry Department - Counter 1 or 2
Baptismal Certificate (1 original)	Place of baptismal
Decision/ Finality of Annulment/ Divorce (<i>if applicable</i>)	
Decision/ Finality of Annulment/ Divorce (<i>if applicable</i>)	
***ADDITIONAL REQUIREMENTS IF NOT ACKNOWLEDGED BY THE FATHER/ ADMISSION OF PATERNITY - School/Medical Records of the Child (1 original)	School, Hospital
FATHER: To prove child's filiation, any two (2) of the following: <ul style="list-style-type: none"> • Employment Record • SSS/GSIS Record/ Insurance Policy • Income Tax Return (ITR) • Statement of Assets and Liabilities (SALN) • Pag – ibig / Philhealth (MDR) • Joint Affidavit of Acknowledgement (<i>executed by both parents, in the absence of proof</i>) 	Company/Employer of Father; SSS/ Insurance Company; GSIS; BIR; Pag – Ibig/ Philhealth Public Attorney's Office, Law Offices, Hall of Justice
NOTE: PERSONAL APPEARANCE OF BOTH PARENTS IS REQUIRED Please bring the following: <ul style="list-style-type: none"> - Valid ID's or CEDULA - Original documents and One (1) set photocopy 	
Joint Affidavit of Legitimation	City Civil Registry Department – Counter 13



Joint Supplemental Affidavit of Minor Parents For RA 9858 (Children Born for Parents Below Marrying Age)	Public Attorney's Office, Law Offices, Hall of Justice
Affidavit Of Admission of Paternity	City Civil Registry Department – Counter 13

For SUPPLEMENTAL:				
PSA Copy of the Certificate of Live Birth/ Marriage/ Death (1 original)		PSA		
Local Copy of the Certificate of Live Birth/ Marriage/ Death (1 original)		City Civil Registry Department - Counter 1 or 2		
Affidavit of Supplemental Report		Public Attorney's Office, Law Offices, Hall of Justice		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits required documents	1. Receives requirements for registration, check if documents are in order	*Admission of Paternity - PHP 300.00	10 Minutes	<i>Receiving 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	*Legitimation - PHP 400.00	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. 3.1. Records, assign registry number then transmit to Records Archiving Division for searching, verification, processing, annotation, issuance of certification duly signed before release.	*Legal Instrument - PHP 150.00	3 Days	<i>Receiving Clerk</i> City Civil Registry Department
		*Supplemental Report - PHP 100.00		<i>Searcher / Processor</i> City Civil Registry Department
		*Legal Instrument - PHP 150.00 Documentary Authentication for Legitimation only – PHP 350.00 Documentary Authentication for Legitimation and Admission of Paternity – PHP 300.00		<i>Releasing Clerk</i> City Civil Registry Department



TOTAL:	Documentary Authentication for Supplemental Report – PHP. 100.00	3 Days, 15 Minutes	
	Legitimation only – PHP 900.00		
	Legitimation with Admission of Paternity – PHP 1,150.00		
	Supplemental Report – PHP 350.00		

Legitimation with Admission of Paternity, Legitimation including R.A. 9858, and Supplemental are qualified for multi-stage processing.

Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.