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

Office or Division:	City Civil Registry Department - **Records Management and Archiving Division** *(Counter 14)*
Classification:	Complex
Type of Transaction:	G2C - Government to Client
Who may avail:	Parents of Quezon City-born illegitimate children

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 *(Form 137/ Form 138)* Medical records *(Immunization Record)*	School, Hospital
FATHER: To prove child's filiation, any two (2) of the following: ● Employment Record ● SSS/GSIS Record/ Insurance Policy ● Income Tax Return (ITR) ● Statement of Assets and Liabilities (SALN) ● Pag - ibig / Philhealth (MDR) **NOTE: PERSONAL APPEARANCE OF BOTH PARENTS IS REQUIRED** Please bring the following: - **Valid ID's and CEDULA** - **Original documents and One (1) set photocopy** *Note: If not Acknowledged by the father, same requirements shall be required. Please prepare two (2) sets of Admission Paternity*	Company/Employer of Father; SSS/ Insurance Company; GSIS; BIR; Pag – Ibig / Philhealth
Child is 0 - 6 yrs. old: ● Affidavit to Use the Surname of the Father (AUSF) shall be executed by the mother **Child is 7 - 17 yrs. old:** ● Affidavit to Use the Surname of the Father (AUSF) shall be executed by the child with mother's attestation **Child is above 18 yrs. old:** ● Affidavit to Use the Surname of the Father (AUSF) shall be executed by the child without mother's attestation	City Civil Registry Department - Counter 13

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
1. Submits required documents	1. Receives requirements for registration, check if documents are in order	R.A. 9255 - PHP 100.00	10 Minutes	*Receiving Clerk* City Civil Registry Department

2. Pays at cashier the fees to be paid	2. If requirements are in order, issues order of payment	Admission of Paternity - PHP 440.00 Legal Instrument - PHP 440.00	5 Minutes	*Collector* City Treasurer's Office
3. Receive/ Release document	3.1. Upon receipt of Official Receipt, issues claim stub indicating the time and date of release. 3.2. Records, assign registry number then transmit to Records Division for searching, verification, processing, annotation, issuance of certification duly signed before release.		3 Working Days	*Searcher / Processor / Signing Officer* City Civil Registry Department *Receiving / Releasing Clerk* City Civil Registry Department
TOTAL:		Admission and Legal Instrument - PHP 880.00 Admission, AUSF, and Legal Instrument - PHP 980.00	3 Days and 15 Minutes	
Admission of Paternity/R.A. 9255 (An Act Allowing Illegitimate Children to Use the Surname of the Father) is qualified for multi-stage processing. Note: All incomplete data/requirements will not be accepted Only documents with official receipts will be processed.				

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