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

Legitimation is the process of allowing the child who was born outside wedlock of parents who, at the time of conception of the former were not disqualified by any impediment to marry each other or were so disqualified only because either or both of them were below eighteen (18) years of age, 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 - **Records Management and Archiving Division** *(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 or Local Copy	PSA; City Civil Registry Department - Counter 3
Child's Certificate of Live Birth - PSA copy and Local Copy	PSA; City Civil Registry Department - Counter 3
Government-issued/Valid Identification Card of the Parents	
Signed Joint Affidavit of Legitimation (parents who have no legal impediment to marry)	City Civil Registry Department - Counter 13
Signed Supplemental Joint Affidavit of Legitimation under R.A 9858 (parents who were disqualified to marry each other due to minority) *** If not specified in the original Affidavit of Legitimation	Public Attorney's Office; Private Law Offices
Affidavit Of Admission of Paternity *(if not yet previously executed)*	City Civil Registry Department - Counter 13
<u>FATHER:</u> 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) ● Medical Record of the Child (immunization or baby book) ● School Record of the Child ● Baptismal Certificate of the Child (original)	Company/Employer of Father; SSS/ Insurance Company; GSIS; BIR; Pag - Ibig/ Philhealth Hospitals; Clinics School

ADDITIONAL REQUIREMENTS:
 ● PSA copy of Death Certificate
    *** if any or both parents are dead
    *** if previous spouse/s died before child's conception
 ● Certified True Copy of the Decision and Certificate of Finality of Annulment/ Divorce (if any or both parents are annulled or divorced from the first marriage)
	PSA
	
	 Court

NOTE:
- **PERSONAL APPEARANCE OF BOTH PARENTS IS REQUIRED**

LEGITIMATION AND R.A 9858 IS NOT APPLICABLE TO PARENTS WHO HAVE LEGAL IMPEDIMENTS TO MARRY:
- Any or both parents have previous valid marriage
- Child is conceived and born without any Court Order or Decision of Annulment of Divorce

Please bring the Original documents and One (1) set photocopy

For **SUPPLEMENTAL:**
- PSA Copy of the Certificate of Live Birth/ Marriage/ Death (1 original)
- Local Copy of the Certificate of Live Birth/ Marriage/ Death (1 original)

Affidavit of Supplemental Report

PSA

City Civil Registry Department - Counter 1 or 2

Public Attorney's Office; Private Law Offices

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.		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 Legitimation - PHP 400.00 Legal Instrument - PHP 440.00 Supplemental Report - 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 Archiving Division for searching, verification, processing, annotation, issuance of certification duly signed before release.		3 Working Days	*Receiving Clerk* City Civil Registry Department *Searcher / Processor* City Civil Registry Department *Releasing Clerk* City Civil Registry Department
	TOTAL	Admission of Paternity, Legitimation, and Legal Instrument - PHP 1,280.00 Supplemental Report and Legal Instrument - PHP 880.00	3 Days and 15 Minutes	

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