

26. Other Registration of Legal Instruments

(Pre-Nuptial Agreement, Naturalization & Renunciation)



Office or Division:	City Civil Registry Department - Records Management and Archiving Division (Counters 9)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who can file:	Individuals/ Parties who were born & will be married in Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre-nuptial Agreement: <ul style="list-style-type: none"> 1 original copy of Notarized Pre-nuptial agreement photocopies of the Notarized Pre-nuptial agreement 1 copy each - photocopy of valid ID of parties with 3 specimen signatures 1 original copy of Authorization Letter/Special Power of Attorney from the document owner (whichever is applicable) 1 photocopy of valid ID of Authorized Representative <i>Note:</i> The place of marriage must take place in Quezon City & it should be filed prior to the wedding date		Document Owner/Client		
Naturalization & Renunciation: <ul style="list-style-type: none"> All pertinent documents of Naturalization/Renunciation 1 photocopy of valid ID of document owner with 3 specimen signatures 1 copy of Authorization from the document owner (applicable only for the immediate family member) 1 original copy of Special Power of Attorney from the document owner (applicable only if the representative is not an immediate family member) 1 photocopy of valid ID of Authorized Representative with 3 specimen signatures 		Office of the Solicitor General		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete requirements	1. Receive the requirements from the client/s	N/A	5 Minutes	City Civil Registry Department - Counter 9
2. Evaluating of the documents received	2.1 Checking of documents including the important details stated in the Certificate of Finality/ Entry of Judgment and Decision 2.2 Checking of the additional requirements including the spelling of name and date of marriage if it matches with the details stated in the document	N/A		
3.Stamping of date received	3. After evaluating, we will receive the document by stamping and assigning a control number for each document depending on the nature of the case submitted by the client			

4. Giving the receiving copy to the client and explaining the process then the client will pay the necessary fees	<p>For Pre-nuptial agreement, client will pay the registration fee upon receiving the complete documents.</p> <p>For Naturalization/Renunciation:</p> <p>If received personally, the client needs to pay ₱1,000 registration fee after the 30-day mandatory posting.</p> <p>If received via mail from the Office of Solicitor General (OSG), 30-day mandatory posting will be followed. Thereafter, a formal letter (with the client's information) will be mailed via Postal to the OSG informing that we have complied with the process.</p>	Pre-Nuptial Agreement - ₱300 Naturalization/ Renunciation - ₱1,000	5 Minutes 3 Working Days	City Civil Registry Department - Counter 9
5. Issuance of Claim Stub	5. Upon receiving the receipt of payment, we will issue a claim stub to the client with a reference number.	N/A		
6. Release of Document to the client	6. After 3 working days, the client will proceed to Counter 9 to claim the document	N/A		
TOTAL:		Pre- nuptial Agreement - PHP 300.00 Naturalization/ Renunciation - PHP 1,000.00	3 Days and 10 Minutes	
<p>The registration process of documents (Pre-nuptial Agreement, Naturalization and Renunciation) are qualified in many stages.</p> <p>Note: If the details and requirements in processing the document are incomplete, it will not be received and processed. The complete details and requirements are the documents that will be processed.</p>				