

CITY CIVIL REGISTRAR'S OFFICE

Ground Floor, SP Building, Buhanginan Hills, Pala-o, Iligan City, 9200

Tel.: (063) 224-5038 or 221-4308 email : ccr_iligancity@yahoo.com

Frontline service	:	LEGITIMATION BY SUBSEQUENT MARRIAGE R.A. 9858 LEGITIMATION OF CHILDREN BORN TO PARENTS BELOW MARRYING AGE
Schedule of Availability of Service	:	Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM No noon break
Who May Avail of the Service	:	GENERAL PUBLIC
Requirements	:	<ol style="list-style-type: none">1. Birth Certificate of Child PSA Copy (formerly NSO)2. Birth Certificate of Parents3. Marriage Certificate of Parents PSA copy (formerly NSO)4. Marriage advisory of both parents PSA copy (formerly NSO) <p>IF Father is UNKNOWN in birth certificate of child:</p> <ol style="list-style-type: none">a) 2 sets of Municipal Form 102 (1 Set Signed by the Father)b) Affidavit of Paternity (Notarized) 3 copies (born after 1988)c) Affidavit of Acknowledgement (born before 1988)

Duration: 8 Minutes

Claim after: 5 working Day

Fees: Affidavit of Acknowledgement (if Unknown Father) - P200

Affidavit of Legitimation - P200

Service Fee - P200

Mailing Fee - P120

How To Avail of the Service:

LEGITIMATION BY SUBSEQUENT MARRIAGE
 R.A.9858 LEGITIMATION OF CHILDREN BORN TO PARENTS BELOW
 MARRYING AGE

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Proceeds to CCR Office and submits all the requirements needed for legitimation	Greets the client Checks all the requirements and forms submitted by applicant If the requirements and forms are complete advises applicant to pay postal money order at the post office	5 minutes	Clerk		
2	Client returns to CCR and submits postal money order	Receives all the documents and advises client to pay to the treasurer's office	3 minutes	Postal Clerk		
3	Proceeds to treasury and presents the order of payment.	Receives the order of payment and issues Official Receipt	1 minute	Cashier	Affidavit of Acknowledgement (if Unknown Father) P200 Affidavit of Legitimation P200 Service Fee P200 Mailing Fee P120	Official Receipt
		Advises the client to come back after 5 working days				
END OF TRANSACTION						