

# CITY CIVIL REGISTRAR'S OFFICE

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

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|  |   |   |
|--|---|---|
| <b>Frontline service</b>                   | : | <b>R.A. 9255 - AN ACT ALLOWING ILLEGITIMATE CHILDREN TO USE THE SURNAME OF THEIR FATHER</b>   |
| <b>Schedule of Availability of Service</b> | : | Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM<br>No noon break   |
| <b>Who May Avail of the Service</b>        | : | Children Born from March 19, 2004 up to Present   |
| <b>Requirements</b>                        | : | a) Photocopy of child's birth certificate PSA copy<br>b) Birth certificates of both parents<br>c) Duly accomplished affidavit to use the father's surname (3 copies)<br>d) Affidavit of Acknowledgement or Paternity (3 copies)<br>(For birth certificate wherein the father's name was not indicated at the time of registration.) |

**Duration:** 8 Minutes  
**Claim after:** 5 working days  
**Fees:** AUSF – P200.00



## How To Avail of the Service:

## R.A. 9255 - AN ACT ALLOWING ILLEGITIMATE CHILDREN TO USE THE SURNAME OF THEIR FATHER

| 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 use of father's surname | Greets the client<br><br>Checks all the requirements and forms submitted by applicant<br><br>If the requirements and forms are complete advises applicant to pay postal money order at the post office | 5 minutes                                       | CCR 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   | 1 minute  | CCR Clerk        |           |                  |
| 3                         | Proceeds to treasury and presents the order of payment.                                    | Receives the order of payment and issues Official Receipt  | 2 minutes                                       | Cashier          | AUSF P200 | Official Receipt |
| 4                         | Submits the Official receipt   | Receives the document  | 2 minutes                                       | CCR Clerk        |           |                  |
| <b>END OF TRANSACTION</b> |  |  |   |                  |           |                  |



CLIENTS WRITING TABLE

