

HOW TO REGISTER LEGAL INSTRUMENTS

. What to bring

- Affidavit of Acknowledgment/Admission of Paternity
 1. Three (3) copies of the affidavit of acknowledgment (notarized)
 2. Three (3) copies of the affidavit of Admission of Paternity (notarized)
 3. Three (3) copies of Certificate of Live Birth

- Affidavit of Legitimation
 1. Three (3) copies of the affidavit of Legitimation
 2. Three (3) certified true/xerox copies of Certificate of Live Birth
 3. Marriage Certificate (NSO)
 4. CENOMAR from NSO (both parents)

- Affidavit to USE THE SURNAME OF FATHER (AUSF. r.a. 9255)
 1. Three (3) copies of the affidavit (AUSF)
 2. Three (3) copies of certified true/xerox copies of Certificate of Live Birth (back to back)
 3. Three (3) copies of Registered Affidavit of Acknowledgment/Admission of Paternity

- Naturalization/Election of Citizenship
 1. Three (3) copies of Election of Citizenship/Naturalization
 2. Oath of allegiance
 3. Specimen of thumb and finger marks
 4. Other affidavits

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
Legal Instruments			
. Presentation/review of Documents			
- Affidavit of acknowledgment, Admission of Paternity	Susan O. Galapon Rosemarie T. San Pedro Amalia V. Valdez Lorena B. Mendoza Leilani E. Macapagal	5 mins	Legal Instrument P 250.00 True/Xerox copy P 150.00 Cert. Fee P 50.00
- Affidavit of Legitimation	Leilani E. Macapagal	10 mins	Legal Instrument fee P 250.00 True/Xerox copy P 150.00 Cert. fee P 50.00 Service fee P 50.00
-Affidavit TO USE THE SURNAME OF THE FATHER (AUSF R.A.9055)	Leilani E. Macapagal	5 mins	Legal Instrument fee P 250.00 True/Xerox copy P 150.00 Cert. fee P 50.00 Service fee P 50.00
- Naturalization/Election of Citizenship	Leilani E. Macapagal	10 mins	
. Preparation/Registration of Document			
- Typing/Reg. No./Recording	Leilani E. Macapagal	15 mins	
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	10 mins	