

**LEGITIMATION AND ACKNOWLEDGEMENT REQUIREMENTS  
AND THE STEPS TO FOLLOW FOR THE APPLICATION**

- I. SUBMIT THE FOLOWING DOCUMENTS **(ALL ORIGINAL COPY)** AT RM. 117-A.
1. Latest Local Certified True Copy of birth Certificate of the child.
  2. Latest Copy of Marriage Contract of parents:
    - If issued in Manila - Certified True Copy only
    - If issued outside Manila - NSO/SECPA copy only
  3. Latest Copy of Certificate of No Marriage **(CENOMAR)** of both parents from PSA
  4. Original Baptismal Certificate of the child.
  5. If the name of the father does not appear at the birth certificate of the child Submit at least 2 supporting documents from the following:
    - 5.1 SSS-E1 or E4 of the father where the child is declared as beneficiary.
    - 5.2 GSIS of the father where the child is declared as beneficiary.
    - 5.3 Income Tax Return of the father where the child is declared as beneficiary
    - 5.4 Philhealth of the father where the child is declared as beneficiary
    - 5.5 Insurance of parents where the child is declared as beneficiary
    - 5.6 Original Copy of Report card (F-138) & Certified True Copy of School Record (F-137) of the child wherein the name of the father is declared and the signature of the father is affix at the card.
    - 5.7 Statement of assets and liabilities
  6. **If mother is deceased**, submit the Latest Certified True Copy of Death Certificate.
  7. **If father is deceased**, AUTHENTIC WRITING WILL BE NEEDED. SUBMIT THE FOLLOWING DOCUMENTS LISTED AT NUMBER 5 or any other records that will **prove the filiation** of the child or documents showing that the father has acknowledged the child.
  8. Submit photocopy of the valid ID and Cedula of the parents.
- II. APPEARANCE OF PARENTS (FATHER AND MOTHER) MUST COME FOR INTERVIEW AND BRING THE ID AND CEDULA OF PARENTS FOR VERIFICATION. IF CHILD IS OF LEGAL AGE (18 YEARS OLD AND ABOVE) APPEARANCE FOR INTERVIEW IS NEEDED AS WELL AS ID AND CEDULA.

<b>FEES:</b>	<b>Legitimation w/ Paternity</b>	<b>P540.00</b>	<b>Legitimation w/o Paternity</b>	<b>590.00</b>
	<b>Legitimation w/ Paternity (18 yrs. above)</b>	<b>620.00</b>	<b>Legitimation w/o Paternity (18 yrs. above)</b>	<b>670.00</b>

**NOTE: INTERVIEW SCHEDULE (EVERY TUESDAY AND WEDNESDAY ONLY)**