



## 9. Registration of Legal Instrument/Annotated and Amended Documents

All Legal Instruments concerning registry documents shall be registered in the civil registry of the place where they are executed. However, the following may be registered in the following places:

1. Affidavit of Reappearance- where parties of the subsequent marriage are residing.
2. Marriage Settlement- where marriage was recorded
3. Admission of Paternity; Acknowledgement
4. Legitimizing; Voluntary Emancipation of Minor; Parental Authorization or Ratification of Artificial Insemination- where the Birth was recorded.
5. Repatriation Certificate
6. Acquisition of Citizenship Certificate

<b>Office or Division:</b>	Local Civil Registry Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Legal Instrument to be Registered (1 original, 2 photocopies)		Notary Public / Embassy		
Order of Payment (original)		Local Civil Registry Office		
Official Receipt (original)		Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Document for Registration.	1. Verify the document.	None	5 Minutes	<i>Office Staff</i> Local Civil Registry Extension Office
2. Inquire for list of requirements for annotation.	2. Give a list of requirements that the client needs to provide.	None	5 Minutes	<i>Office Staff</i> Local Civil Registry Extension Office
3. Comply and submit requirements.	3. Receive the needed requirements and give an order of payment.	None	8 Minutes	<i>Office Staff</i> Local Civil Registry Extension Office
4. Pay at the Treasurer's Office and secure Official Receipt.	4. Get the payment and issue Official Receipt based on the order of payment and collect fee.	Registration fee- Php 100.00  Certification fee- Php 50.00  Certified True copy-Php 50.00  Documentary Stamp-Php 30.00	10 Minutes	<i>Collection Clerk</i> Treasury Office Window 1, 2, 3, 4 or 5



5. Go back to LCRO and present the Official Receipt.	5. Get the Official Receipt and attach it to the documents of the client.	None	3 Minutes	Office Staff Local Civil Registry Extension Office
6. Get advice and stub to claim amended/annotated documents.	6. Prepare and annotate the registered document and Registry Book.	None	5 Minutes 3 Days	Office Staff Local Civil Registry Extension Office
7. Claim owner's copy of the Documents.	7. Show the copy and let the client check the data for errors on annotated documents.	None	5 Minutes	Office Staff Local Civil Registry Office
<b>TOTAL:</b>		<b>Php 230.00</b>	<b>3 Days &amp; 41 Minutes</b>	

(Registration of Legal Instrument/Annotated and Amended Documents) is qualified for multi-stage processing.