

## 9. Issuance of Premium Annotation Requests: Copy Issuance of Birth Document Effecting Legitimation by Subsequent Marriage of Parents in the CRS Central Outlet

Legitimation is a process where a child born out of wedlock is considered legitimate by fiction of law due to the subsequent valid marriage of the child's biological parents, who at the time of the conception of the child do not have any legal impediment to marry each other.

Marginal annotation on the Certificate of Live Birth or Report of Birth of a child is effected after the submission of the requisite documents for legitimation. The filing and acceptance of the application for the copy issuance of the annotated birth document is at the PSA Civil Registry System Outlet (PSA CRS Outlet) in East Avenue, Quezon City and the processing of the request is being done by the Civil Register Management Division under the Civil Registration Service

<b>Office or Division:</b>	Civil Register Management Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government-to-Citizens(G2C)	
<b>Who may avail:</b>	All clients of legal age (18 years old and above)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. FOR CHILDREN BORN IN THE PHILIPPINES:</b>		Local Civil Registry Office (LCRO) of the place of birth
1. Affidavit of Legitimation (AOL) executed by the parents (one photocopy certified by the concerned LCRO)		
2. Supplemental AOL executed by the parents if the previously registered AOL does not state the fact of minority of the parent/s at the time of the conception of the child (one photocopy certified by the concerned LCRO)		
3. Certificate of Registration of the AOL issued by the concerned LCRO (one original copy)		
4. Certificate of Marriage/Report of Marriage of parents (one photocopy certified by the concerned LCRO)		

5. Un-annotated Certificate of Live Birth (one photocopy certified by the concerned LCRO)	
6. Annotated Certificate of Live Birth effecting legitimation (one photocopy certified by the concerned LCRO)	
7. Certificate of No Marriage Record (CENOMAR)/Advisory on Marriages of the parents issued by the PSA (one photocopy certified by the concerned LCRO)	
<b>Other documents, if applicable</b>	
8. Registered Certificate of Death/Report of Death/Judicial Declaration of Presumptive Death of the other parent, in case the AOL was executed only by the surviving parent (one photocopy certified by the concerned LCRO)	
9. Registered Affidavit of Acknowledgment (AA), Affidavit of Admission of Paternity (AAP), Private Handwritten Instrument (PHI) or any proof of recognition made by the father in favor of the child, in case: a. the child was born before the effectivity of the Family Code of the Philippines, or b. the AOL was executed solely by the mother.	
10. Registered Certificate/s of Death/Report/s of Death/Judicial Declaration of Presumptive Death of the previous spouse/s of the concerned parent, in case he/she was/were previously married (one photocopy certified by the concerned LCRO/PFSP/PSA copy)	
11. Registered Certificate/s of Marriage of previous marriage/s by one or both spouses with annotation effecting the IP dissolution of marriage or a judicial decree on nullity, annulment, divorce or recognition of	

foreign divorce in case the concerned spouse/s was/were previously married (one photocopy certified by the concerned LCRO)	
12. Authenticated/Apostilled/Red Ribboned Foreign Death Certificate/Foreign Decree of Divorce in case the foreign parent was previously married under foreign marriage laws.	
<b>B. FOR CHILDREN BORN ABROAD:</b>	Philippine Foreign Service Post (PFSP) where the Report of Birth was recorded
1. Affidavit of Legitimation (AOL) executed by the parents in the Philippines or abroad (one photocopy certified by the City Civil Registry Office of Manila)	
2. Supplemental AOL executed by the parents if the previously registered AOL does not state the fact of minority of one or both parents at the time of the conception of the child (one photocopy certified by the City Civil Registry Office of Manila)	
3. Certificate of Registration of the AOL issued by the City Civil Registry Office of Manila (one original copy)	
4. Certificate of Marriage/Report of Marriage of parents (one photocopy certified by the concerned LCRO/PSA copy)	
5. Un-annotated Report of Birth (one photocopy certified by the concerned PFSP/PSA copy)	
6. Certificate of No Marriage Record (CENOMAR)/Advisory on Marriages of the parents issued by the PSA	
<b>Other requirements, if applicable</b>	
7. Registered Certificate of Death/Report of Death/Judicial Declaration of Presumptive Death of the other parent, in case the AOL was	

executed only by the surviving parent (one photocopy certified by the concerned LCRO)				
8. Registered Affidavit of Acknowledgment (AA), Affidavit of Admission of Paternity (AAP), Private Handwritten Instrument (PHI) or any proof of recognition made by the father in favor of the child, in case: a. the child was born before the effectivity of the Family Code of the Philippines, or b. the AOL was executed solely by the mother.				
9. Registered Certificate/s of Death/Report/s of Death/Judicial Declaration of Presumptive Death of the previous spouse/s of the concerned parent, in case he/she was/were previously married (one photocopy certified by the concerned LCRO/PFSP/PSA copy)				
10. Registered Certificate/s of Marriage of previous marriage/s by one or both spouses with annotation effecting the IP dissolution of marriage or a judicial decree on nullity, annulment, divorce, or recognition of foreign divorce in case the concerned spouse/s was/were previously married (one photocopy certified by the concerned LCRO)				
11. Authenticated/Apostilled/Red Ribboned Foreign Death Certificate/Foreign Decree of Divorce in case the foreign parent was previously married under foreign marriage laws.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DOCUMENT RECEIPT AND CONTROL UNIT				
The Liaison officer of the CRS Central Outlet Transmits	1. Receipt and control of application	None	10 minutes per batch of 10 AFs	<i>Unisys Associate,</i>

<p>the request for Premium Annotation under Legitimation by subsequent marriage of parents</p>	<p>forms (AFs) and supporting documents filed by the client at the PSA CRS Outlet - East Avenue, Quezon City</p> <p>1.1. Check the AFs of transmitted documents vs. list of documents in the transmittal</p> <p>1.1.1. <i>If the AF is not among the list in the transmittal, return to CRS Outlet</i></p> <p>1.1.2. <i>If the AF is among the list in the transmittal, proceed to 2.</i></p>	<p>Note: AF here is for request for copy issuance of Premium Annotated CRDs. Processing fee for copy issuance of the annotated COLB is being collected by the PSA CRS Outlet - East Avenue, Q.C.</p>		<p><i>Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</i></p> <p><i>Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</i></p> <p><i>Chief, CRMD 7<sup>th</sup> Floor CRS Building</i></p>
	<p>2. Scans barcode for preparation and printing of transmittal thru RCC</p>	<p>None</p>	<p>5 minutes per batch of 10 AFs</p>	<p><i>Unisys Associate, Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</i></p> <p><i>Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</i></p> <p><i>Chief, CRMD</i></p>

				7 <sup>th</sup> Floor CRS Building
	3. Transmit the documents to Legal Instruments Unit	None.	5 minutes per batch of 10 AFs	<p>Unisys Associate, Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</p> <p>Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</p> <p>Chief, CRMD 7<sup>th</sup> Floor CRS Building</p>
<b>LEGAL INSTRUMENTS UNIT</b>				
	<p>4. Receipt and Control of documents from DRCU.</p> <p>4.1. Check the transmitted documents vs. transmittal.</p> <p>4.1.1. If the document is not among the list in the transmittal, return to DRCU.</p> <p>4.1.2. If the document is among the list in the transmittal, proceed to 5.</p>	None.	10 minutes per batch of 10 AFs	<p>Uncon/MV Controller Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p>Supervisor Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>

	<p>5. Printing and Sorting of AFs</p>	None	3 minutes per batch of 10 AFs	<p><i>Uncon/MV Controller,</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief,</i> CRMD, CRS Building, Quezon City</p>
	<p>6. Match AFs with its supporting documents.</p> <p>6.1. <i>If document has no AF, return to DRCU for encoding.</i></p>	None	5 minutes per batch of 10 AFs	<p><i>Unisys Associate</i> Legal Instruments Unit, CRMD, 8<sup>th</sup> Floor CRS Building, Quezon City</p>
	<p>7. Verify the specimen signature of the authorized LCRO signatory in the database</p> <p>7.1. <i>If documents passed specimen signature verification, stamp “Verified by” and date of verification and affix initial/signature on each page of the documents</i></p>	None	30 minutes per batch of 10 documents.	<p><i>Specimen Signature Verifier,</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief,</i> CRMD, CRS Building, Quezon City</p>

	<p>7.2. <i>If document did not pass verification, attach the blue stub and indicate the feedback</i></p>			
	<p>8. Conduct detailed screening and attach evaluation form to the supporting documents.</p> <p>8.1. <i>Check completeness and consistency of documents.</i></p> <p>8.2. <i>Conduct of CRD/CDLI Search verification.</i></p> <p>8.3. <i>If no issue or problem is found during screening, forward the set AFs with the pertinent documents to Cenomarian</i></p> <p>8.4. <i>If the affected CRD contained blurred/ unreadable entries, route to Microfilm</i></p>	None	1 hour per batch of 10 documents.	<p><i>Screener,</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief,</i> CRMD, CRS Building, Quezon City</p>



	<p>Archives (refer to page 7 of microfilm process) or to BMD Archives (refer to page 9 of BMD archives)</p> <p>8.5. If an issue or problem is found during screening, indicate the finding in the evaluation form and forward the set AFs with the pertinent documents to Cenomarian</p> <p>8.6. If the document is found annotated for Legitimation, logged out as “positive”.</p>			
	<p>9. Conduct CENOMAR Verification</p> <p>9.1. If passed, stamp “Parents with No Legal Impediment” and route to Annotation Archives/Unit.</p> <p>9.2. If failed, stamp “Parents with Legal Impediment”</p>	None	1 hour per batch of 10 documents	<p>Cenomarian, Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p>Supervisor Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>

	<p><i>and prepare feedback</i></p> <p><i>9.3. If passed but with incomplete requirements, prepare feedback</i></p>			
	<p>10. Preparation and Tagging of Feedback Form</p>	None	6 minutes per document.	<p><i>Feedback Clerk,</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	<p>11. Attaching of feedback form to documents.</p> <p><i>11.1. Preparation of transmittal.</i></p>	None	6 minutes per document.	<p><i>Feedback Clerk,</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	<p>12. Encoding of Feedback form for sending to the concerned LCRO</p>	None	1 hour per batch of 10 documents	<p>COSW, Legal Instruments Unit, CRMD 8<sup>th</sup> Floor CRS Building</p>

	<p>13. Sending of Status of processed documents to the concerned LCRO</p> <p>13.1. <i>Approved and Annotated CRDs</i></p> <p>13.2. <i>Documents with Feedback</i></p>	None	1 hour per batch of 60 documents	<p><i>Administrative Aide VI and COSW</i> CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
<b>ANNOTATION UNIT</b>				
	<p>14. Receipt and control of application forms (AFs) and supporting documents from Legal Instruments Unit</p> <p>14.1. <i>Check the AFs of transmitted documents vs. list of documents in the transmittal</i></p> <p>14.1.1. <i>If the AF is not among the list in the transmittal, return to RA9048/RA10172 and Supplemental Report Unit</i></p> <p>14.1.2. <i>If the AF is among the list in the transmittal,</i></p>	None	10 minutes per batch of 10 AFs	<p><i>Uncon/MV Controller</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>

	<p><i>proceed to the next step.</i></p> <p><i>14.2. Scan "In" the AFs through the Uncon/MV Processing</i></p> <p><i>14.3. Forward the documents to the Team Lead for distribution to the Annotators.</i></p>			
	<p>15. Distribute Application Forms and the supporting documents to the Annotator for processing.</p>	None	5 minutes	<p>Team Lead Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	<p>16. Create VEI records</p>	None	1 hour per batch of 10 documents	<p><i>VEI Encoder (Unisys Associate)</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	<p>17. Annotation of COLB in the CRS database</p>	None	1 hour per batch of 10 documents	<p><i>Annotator</i> Annotation Unit, CRMD, CRS Building, Quezon City</p>

	<p>17.1. Countercheck the completeness of the requirements and consistency of entries versus the data in the image/record in CRS database.</p> <p>17.1.1. If the record passed verification, annotate the image in the CRS database</p> <p>17.1.2. If the record does not pass the verification, issue a feedback.</p> <p>17.1.3. If the document is already found annotated for legitimation, return to Legal Instruments Unit for logging out in the system.</p>			<p>Supervisor Annotation Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>
	<p>18. Approval of Annotation</p> <p>18.1. Review the completeness of the requirements and consistencies of</p>	None	1 hour per 10 annotated documents approved	<p>Approver Annotation Unit, CRMD, CRS Building, Quezon City</p> <p>Supervisor Annotation Unit, CRMD, CRS Building, Quezon City</p>

	<p>entries of the supporting documents as well as the annotation.</p> <p>18.1.1. If passed, approve the annotation in the Electronic Annotation System (EAS).</p> <p>18.1.2. If failed, disapprove the annotation, and prepare feedback</p>	<p>Note: Once the document has been approved, copy issuance is available in all CRS Outlets.</p>		<p>Chief, CRMD, CRS Building, Quezon City</p>
	<p>19. Return all the approved/disapproved documents to Legal Instruments Unit for Document Preparation</p>	<p>None</p>		<p>Uncon/MV Controller, Annotation Unit, CRMD, CRS Building, Quezon City</p> <p>Supervisor Annotation Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>

**The following documents subject for annotations depending on the results of evaluation will be routed to the following:**

- Negative Record in the PSA database or for clear copy

Unit/Archives	Coverage	Remarks
Document Processing Unit	Current Year (ex. 2023)	Refer to Page 9 for the detailed process
Birth/Death/Marriage Archives	Past 2 Year (2021-2022)	Refer to Page 9 for the detailed process
Microfilm Unit	1945-1994	Refer to Page 7 for the detailed process
Central Archives	1945-2022	Refer to Page 10 for the detailed process

· For BReN-linking/BReN-unlinking and Cancellation of an Erroneous Annotations in the Database- AFs are routed to PMU, refer to Page 252 for ECF process and page 259 for Bren-linking/unlinking on the detailed process.

**TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 5 WORKING DAYS**