



Department of Foreign Affairs

CITIZEN'S CHARTER

(2020 1st Edition)



Department of Foreign Affairs

CITIZEN'S CHARTER



I. Mandate

The Department of Foreign Affairs, as the prime agency of the government responsible for the conduct of Philippine foreign policy, commits to effectively and efficiently deliver foreign policy, diplomatic, attention to nationals, and consular services that are responsive to the needs of our stakeholders here and abroad.

II. Vision

A resilient foreign service for a strong Philippines.

III. Mission

To promote and protect Philippine interests in the global community.

IV. Service Pledge

The Department shall continually uphold the principles of good governance, improve its quality management system and adhere to the highest standards of professionalism.



LIST OF SERVICES

| |
|---|
| Department Legislative Liaison Unit (DLLU) |
| External Services |
| Passport Endorsement Service Expediter for Congress |
| Coordination with DFA offices on Congressional meeting schedules |
| Transmitting the Recommendation of the DFA |
| Special Messages Coordinator |
| Assistance to Nationals Case Referral |
| Internal Services |
| Acquisition of Legislative Documents, Congressional Materials, etc. |
| Intelligence and Security Unit (ISU) |
| External Services |
| Entry/Exit Permits to Foreign Ships |
| Landing/Overflight Clearances for Aircrafts |
| Security Coverage for Visiting Dignitaries and Embassies |
| Firearms Clearance for Security Officers of the Visiting Dignitaries |
| Radio Frequency Clearance |
| Internal Services |
| Background Check for hiring DFA Personnel |
| Authority to Post to Issue Provisional Certificate of Philippine Registry |
| Office of Protocol (DFA-OP) |
| External Services |
| Provision of Protocol Assistance for Government-Hosted Events Attended by members of the Diplomatic Corps |
| Assistance during High Level Visits |
| Presentation of Credentials Ceremony |
| Turnover License Plates Surrendered by Diplomatic and Consular Missions and International Organizations and their Personnel after Disposal of the Motor Vehicle |
| Issuance of Certificate of No Resident Embassy in the Philippines |
| Diplomatic and Consular List or Directory |
| Airport Endorsements and Port Courtesies |
| Internal Services |
| Assistance on Protocol Matters during Official Events |
| Airport Endorsements and Port Courtesies |
| Human Resources Management Office (HRMO) |
| External Services |
| Processing of Application for Home-based Plantilla, Contractual, and Contract of Service Position |
| Processing of Appointment and Office Order of Successful Applicants (Contractuals) |
| Processing of Contracts of Successful Applicants (Contract of Service [COS]) |



| |
|---|
| Processing of Appointments of Successful Applicants (Home-based Plantilla positions) |
| Compliance with Subpoenas Issued by Courts and Quasi-Judicial Bodies |
| Internal Services |
| Endorsement to Department of Finance and Bureau of Customs of the Tax-Free Entry of Shipment (Household Goods and Personal Effects with One Used Motor Vehicle) of Recalled Foreign Service Personnel |
| Availment of Financial Assistance through One Appeal Plan |
| Enrollment of children of DFA employees with the DFA Day Care Center |
| Enrolment and Updating of Records with PhilHealth |
| Issuance of Airline Tickets for DFA Personnel Travelling to Assume Post |
| Issuance of an Official Passport to Private Staff |
| Approval of Leave Applications of Heads of Post |
| Approval of Leave Applications of Foreign Service Personnel other than Heads of Post |
| Initial Terminal Leave Benefits (TLB) Claim |
| Issuance of Medical Clearance to DFA Personnel to be deployed |
| Enrolment and Updating of Records with the Home Development Mutual Fund (Pag-IBIG) |
| Processing of Annual Personnel Movement |
| Processing of Authorization to Hire a Locally Hired Employee of Foreign Service Posts (FSPs) |
| Processing of Applications for FSI Courses |
| Processing of Requests from Foreign Services Posts and Consular Offices for Authority to Implement GAD Activities |
| Printing of Personnel Information Sheet/Service Record |
| Printing of Personnel Information Sheet/Service Record |
| Office of Financial Management Services (OFMS) |
| External Services |
| Payment Process Disbursement Voucher after Obligation and Request Status – Contract based – Public Bidding and Other Modes of Procurement – Fixed |
| Payment Process Disbursement Voucher after Obligation and Request Status – Contract based – Public Bidding and Other Modes of Procurement – Part of Lump Sum |
| Payment Process Disbursement Voucher before Obligation and Request Status – based on actual expenses |
| Undersecretary for Migrant Workers' Affairs (UMWA) |
| External Services |
| Assistance to Walk-in Clients |
| Consular - Whereabouts / Ascertaining Condition |
| Consular - Family Financial Support |
| Consular – Repatriation |
| Consular - Medical Repatriation |
| Consular - Compassionate Visit of the NOK / |
| Consular - Request for ROD and other Civil Registry Documents / |



| |
|---|
| Consular - End-of-Service Benefits / |
| Consular - Shipment of Remains/ Cremated Remains / |
| Consular - Shipment of Personal Belongings / |
| Consular - Employment-related complaints / |
| Consular - Jail Visitation / |
| Consular - Recommendation for Blacklisting / |
| Consular - Monetary Claims / |
| Legal Services - Assistance to Detained OFWs and those Serving Prison Terms |
| Legal Services - Provision of Services of Lawyer/Counsel |
| Office of Strategic Communications and Research (OSCR) |
| External Services |
| Receiving and Processing Media Interview Requests |
| Responding to Social Media Feedback: Assistance-to-National |
| Responding to Social Media Feedback: Consular |
| Media Accreditation |
| Freedom of Information (FOI) Requests |
| Office Consular Affairs (OCA) |
| External Services |
| Authentication Services - Authentication/Apostille |
| Authentication Services - Certification |
| Civil Registration Services - Report of Birth |
| Civil Registration Services - Report of Marriage |
| Civil Registration Services - Report of Death |
| Civil Registration Services - Certificate of Filing |
| Passport Services - Issuance of Regular Passport for First-Time Applicants |
| Passport Services - Renewal of a Regular Passport |
| Passport Services - Passport Certification |
| Passport Services - Convention Travel Document for Stateless Persons and Refugees |
| Passport Services - Passport Processing (Courtesy Lane) |
| Passport Services - Issuance of Diplomatic and Official Philippine Passports |
| Passport Services - Revalidation of Diplomatic and Official Philippine Passports |
| Passport Services - Issuance of Notes Verbale and Letter Visa Endorsements to Holders of Diplomatic and Official Philippine Passports |
| Visa Services - Authority to Issue Visas at Post - 9(a) Visa to Restricted Foreign Nationals |
| Visa Services - Authority to Issue Visas at Post - 9(f) Visa Endorsed by PH Schools and Universities |
| Visa Services - Authority to Issue Visas at Post - 9(a) Visa Convertible to 9(f), 9(g), 47(a)(2), and 47(b) |
| Visa Services - Authority to Issue Visas at Post - 9(g) Visa by Virtue of Bureau of Immigration Endorsement |



| |
|---|
| Visa Services - Authority to Issue Visas at Post - 47(a)(2) Visa by Virtue of Department of Justice Endorsement |
| Visa Services - Authority to Issue Visas at Post - 9(e) Visa for Incoming Foreign Government Officials and International Organizations |
| Visa Services - Authority to Issue Visas at Post - Renewal of 9(e) Visa of Foreign Diplomats and Officials, their Dependents, and Issuance of Visa to their Newborn Children |
| Visa Services - Authority to Issue Visas at Post - Approval and Issuance of APEC Business Travel Card (ABTC) Application |
| Visa Services - Authority to Issue Visas at Post - Acceptance of Department of Tourism's Newly Accredited PH-PROC Tour Operator to be transmitted to Foreign Service Posts in China |
| Visa Services - Authority to Issue Visas at Post - Acceptance of Department of Tourism's Newly Accredited PH-PROC Tour Operator to be transmitted to Foreign Service Posts in China |
| Visa Services - Authority to Issue Visas at Post - Acceptance of Endorsement Letter from Government Agencies for Issuance of Appropriate Visas at Foreign Service Posts |
| Visa Services - Authority to Issue Visas at Post - Acceptance of Endorsement Letter from Private Entities for Issuance of Appropriate Visas at Foreign Service Posts |
| Visa Services - Authority to Issue Visas at Post - Acceptance of Endorsement Letter for 47(a)(2) Visa Application from Foreign Embassies and International Organizations |
| Internal Services |
| Consular Records Division - Transmittal of Applications Received At OCA Aseana/Consular Offices to Foreign Service Posts |
| Consular Records Division - Transmittal of Recorded Vital Events Received from Foreign Service Posts to the Philippine Statistics Authority |
| Visa Division - Authority to Issue Visas at Post - Of 9(a) Visa to Nationals under Category A |
| Visa Division - Authority to Issue Visas at Post - Of 9(f) Visa Endorsed by PH Schools & Universities |
| Visa Division - Authority to Issue Visas at Post - Of 47(a)(2) Visa to Attached Agencies of Foreign Embassies & Taiwanese Nationals Working for International Organizations |
| Visa Division - Authority to Issue Visas at Post - Of 9(a) Visa Convertible to 9(f), 9(g), 47(a)(2), & 47(b) |
| Visa Division - Authority to Issue Visas at Post - Of 9(g) Visa by virtue of Bureau of Immigration Endorsement |
| Visa Division - Authority to Issue Visas at Post - Of 9(g) Visa by virtue of Department of Justice Endorsement |
| Visa Division - Authority to Issue Visas at Post - Of 9(e) Visa for Incoming Foreign Government Officials & International Organizations |
| Consular Office- NCR- CENTRAL |
| External Services |
| Passport Services - Courtesy Lane |



| |
|---|
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- NCR - EAST |
| External Services |
| Authentication Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- NCR - NORTH |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- NCR - NORTHEAST |
| External Services |
| Authentication Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- NCR - SOUTH |
| External Services |
| Authentication Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- NCR – WEST |
| External Services |
| Authentication Services |



| |
|---|
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Angeles, Pampanga |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Antipolo City, Rizal |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Bacolod City, Negros Occidental |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Baguio City, Benguet |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |



| |
|---|
| Consular Office- Butuan City, Agusan del Norte |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Cagayan De Oro City, Misamis Oriental |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Calasiao, Pangasinan |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Mandaue City, Cebu |
| External Services |
| Authentication Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Clarin, Misamis Occidental |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |



| |
|---|
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Cotabato City, Maguindanao |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Dasmariñas, Cavite |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Davao City, Davao del Sur |
| External Services |
| Authentication Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Dumaguete City, Negros Oriental |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |



| |
|---|
| Consular Office- General Santos City, South Cotabato |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- San Nicolas, Ilocos Norte |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Iloilo City, Iloilo |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- San Fernando City, La Union |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Legazpi City, Albay |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |



| |
|---|
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Lipa City, Batangas |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Lucena City, Quezon |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Malolos City, Bulacan |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- San Fernando, Pampanga |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Puerto Princesa City, Palawan |



| |
|---|
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Santiago City, Isabela |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- San Pablo City, Laguna |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Tacloban City, Leyte |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Tagum City, Davao del Norte |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |



| |
|---|
| Consular Office- Tuguegarao City, Cagayan |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |
| Consular Office- Zamboanga City, Zamboanga del Sur |
| External Services |
| Civil Registration Services |
| Passport Services - Regular Passport Services |
| Passport Services - Courtesy Lane |
| Internal Services |
| Application for Vacation or Sick Leave |
| Issuance of Certificate of Employment |
| Issuance of Certificate for Travel Abroad |



Department Legislative Liaison Unit

EXTERNAL SERVICES



1. Passport Endorsement Service Expediter for Congress

Vet congressional passport endorsements and ensures their timely transmittal to the Courtesy Lane of OCA ASEANA.

| | | | | |
|--|--|--|------------------------|-----------------------------|
| OFFICE OR DIVISION | | DLLU | | |
| CLASSIFICATION | | Simple | | |
| TYPE OF TRANSACTION | | G2G | | |
| WHO MAY AVAIL | | All Congressional Officials, Staff, and PLLO | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Congressional Endorsement with Email Copy | | Congressional Offices | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Client sends letter request for Passport Endorsement addressed to the DLLU head. | Follow Passport Endorsement process as detailed in DLLU QMS Manual until Passport Referral Assistant have sent the endorsement transmittal to OCA and the response letter to the client. | None | 1 day | Passport Referral Assistant |
| | TOTAL: | None | 1 day | |

2. Coordination with DFA offices on Congressional meeting schedules

Coordination can cover the schedule of meetings DFA-related bills and resolutions, other acts of Congress, and the status of such measures/acts.

| | |
|---------------------------|--------|
| OFFICE OR DIVISION | DLLU |
| CLASSIFICATION | Simple |



| TYPE OF TRANSACTION | | G2G | | |
|---|---|--|-----------------|--|
| WHO MAY AVAIL | | All Congressional Officials, Staff, and PLLO | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter from Congress (i.e. Committee, etc.) | | Congress | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Client sends letter request for DFA attendance to meetings and sessions on DFA-related bills and resolutions, treaties pending Congressional concurrence, and other acts of Congress, and the status of such measures/acts. | Drafting written and/or verbal correspondence with DFA offices regarding the schedule of meetings and sessions on DFA-related bills and resolutions, treaties pending Congressional concurrence, and other acts of Congress, and the status of such measures/acts. Transmitting / conveying the attendance of the DFA for such meetings. | None | 3 days | Legislative Liason Specialist (Senate / HoR) |
| | TOTAL: | None | 3 days | |

3. Transmitting the Recommendation of the DFA

Transmitting / conveying the position comments on recommendations of the DFA on certain legislative measures.



| | | | | |
|--|---|--|------------------------|---|
| OFFICE OR DIVISION | | DLLU | | |
| CLASSIFICATION | | Highly Technical | | |
| TYPE OF TRANSACTION | | G2G | | |
| WHO MAY AVAIL | | All Congressional Officials, Staff, and PLLO | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter from Congress (i.e. Committee, etc.) | | Congress | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Client sends letter request for DFA comments on DFA-related bills and resolutions, treaties pending Congressional concurrence, and other acts of Congress, and the status of such measures/acts. | Transmitting / conveying the position, comments or recommendations of the DFA on certain legislative measures | None | 20 days | Legislative Liasion Specialist (Senate / HoR) |
| | TOTAL: | None | 20 days | |

4. Special Messages Coordinator

| | | | | |
|----------------------------------|--|--|--|--|
| OFFICE OR DIVISION | | DLLU | | |
| CLASSIFICATION | | Simple | | |
| TYPE OF TRANSACTION | | G2G | | |
| WHO MAY AVAIL | | All Congressional Officials, Staff, and PLLO | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |



| Special Message | | Secretary of Foreign Affairs / Heads of DFA Offices | | |
|---|---|---|-----------------|--|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| SFA or other DFA officials send a letter to DLLU for transmittal. | DLLU facilitates the transmittal of the special messages of SFA and other DFA officials to Congress officials and vice versa, as well as the messages of Congress officials addressed to their parliamentary counterparts, through the FSPs and vice versa. | None | 1 day | Legislative Liason Specialist (Senate / HoR) |
| | TOTAL: | None | 1 day | |

5. Assistance to Nationals Case Referral

Facilitates the onward transmittal of Congress endorsed ATN applicants through to the Office of the Undersecretary of Migrant Workers Affairs.

| | |
|---|--|
| OFFICE OR DIVISION | DLLU |
| CLASSIFICATION | Complex |
| TYPE OF TRANSACTION | G2G |
| WHO MAY AVAIL | All Congressional Officials, Staff, and PLLO |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Congressional Endorsement with Email copy | Congressional Offices |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| Client sends letter request for ATN Assistance addressed to the DLLU head. | DLLU vets Congressional endorsement and then forwards request for ATN Assistance to OUMWA. | None | 3 days | Communications Officer |
| | TOTAL: | None | 3 days | |



INTERNAL SERVICES



1. Acquisition of Legislative Documents, Congressional Materials, etc.

Coordinate with Congressional Committees / Offices having custody over the legislative documents and other materials that the DFA may need.

| | | | | |
|---|---|---|------------------------|--|
| OFFICE OR DIVISION | | DLLU | | |
| CLASSIFICATION | | Simple | | |
| TYPE OF TRANSACTION | | G2G | | |
| WHO MAY AVAIL | | Secretary of Foreign Affairs and Other DFA officials (Usually Asec level and above) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Special Message | | Secretary of Foreign Affairs / Heads of DFA Offices | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| SFA or other DFA officials send a letter to DLLU for transmittal. | DLLU facilitates the transmittal of the special messages of SFA and other DFA officials to Congress officials and vice versa, as well as the messages of Congress officials addressed to their parliamentary counterparts, through the FSPs and vice versa. | None | 3 days | Legislative Liason Specialist (Senate / HoR) |
| | TOTAL: | None | 3 days | |



Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM

| | |
|---------------------------------------|---|
| How to send feedback? | Feedback can be sent via email to dllu@dfa.gov.ph |
| How feedbacks are processed? | DLLU's front desk also has client feedback forms for those who want to send in their comments. Feedback forms are tallied at the end of every month. Letter feedback such as letters / messages of appreciation are shown to the Head of Office to peruse and then referred to the person being complimented. |
| How to file a complaint? | Complaints can be sent via email to dllu@dfa.gov.ph |
| How complaints are processed? | Complaints are read by the Head of Office and analyzed to see if there are process improvements that can be done to avoid similar future issues. Should an employee be the subject of a complaint they are subjected to the same disciplinary standards of the DFA. If necessary, the case will be sent to HRMO for consideration and sanctions, as provided for, are defined and implemented by the Civil Service Commission under: 1) RA 6713 Rule X: Grounds for Administrative Disciplinary Actions, 2) Rule XI: Penalties, 3) other relevant laws, rules or regulations. |
| Contact information of DLLU | Tel. No.: 8551 3126 Email: dllu@dfa.gov.ph |
| Contact Information of ARTA, PCC, CCB | ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS) |

| Office | Address | Contact Information |
|-------------------------------------|---|--|
| Department Legislative Liaison Unit | 2 nd Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Tel. No.: 8551 3126 Email: dllu@dfa.gov.ph |



Intelligence and Security Unit

EXTERNAL SERVICES

1. Entry/Exit Permits to Foreign Ships



| | | | | |
|--|--|--|------------------------|---------------------------|
| OFFICE OR DIVISION | | Intelligence and Security Unit (ISU) | | |
| CLASSIFICATION | | Highly Technical | | |
| TYPE OF TRANSACTION | | Philippine Government to Diplomatic Mission | | |
| WHO MAY AVAIL | | Diplomatic Missions | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Note Verbale from the requesting diplomatic mission | | From the Requesting Diplomatic Mission | | |
| Letter of Endorsement from DFA addressed to the concerned Philippine Authorities | | Intelligence and Security Unit of the DFA | | |
| Comments from the concerned Philippine authorities | | Dept. of National Defence, J2, AFP and Philippine Navy, Philippine Coast Guard and National Coast Watch Center | | |
| Diplomatic Clearance in the form of Note Verbale | | Intelligence and Security Unit of the DFA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Note Verbale from the requesting diplomatic mission | Requesting diplomatic mission will send Note Verbale to DFA-ISU to secure diplomatic clearance for Entry/Exit of foreign vessels | None | 20 Days | Communications Officer |
| 2. DFA-ISU endorsement letter to the concerned Philippine authorities | DFA-ISU will send endorsement letter to the concerned Philippine authorities | None | | |
| 3. Comments from the concerned Philippine authorities | Department of National Defence, J2, AFP, Philippine Navy, Philippine Coast Guard and National Coast Watch Center will send comments to DFA-ISU relative to their verification conducted for issuance of diplomatic clearance | None | | |



| | | | | |
|---|--|------|---------|--|
| 4. Diplomatic Clearance in the form of Note Verbale | DFA-ISU will send Note Verbale to the requesting diplomatic mission for conveyance of issuance of diplomatic clearance for entry/exit of foreign vessels | None | | |
| | TOTAL: | None | 20 days | |

2. Landing/Overflight Clearances for Aircrafts

| | | | | |
|--|--|--|------------------------|--|
| OFFICE OR DIVISION | | Intelligence and Security Unit | | |
| CLASSIFICATION | | Highly Technical | | |
| TYPE OF TRANSACTION | | Philippine Government to Diplomatic Mission | | |
| WHO MAY AVAIL | | Diplomatic Missions | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Note Verbale from the requesting diplomatic mission | | From the Requesting Diplomatic Mission | | |
| Letter of Endorsement from DFA-ISU addressed to the concerned Philippine Authorities | | Intelligence and Security Unit of the DFA | | |
| Comments from the concerned Philippine authorities | | Department of National Defence, J2, AFP and Philippine Air Force and Civil Aviation Authority of the Philippines | | |
| Diplomatic Clearance in the form of Note Verbale | | Intelligence and Security Unit of the DFA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Note Verbale from the requesting diplomatic mission | Requesting diplomatic Mission will send Note Verbale to ISU-DFA to obtain diplomatic | None | 20 Days | Defence Attache or Security/Protocol Officer of the requesting |



| | | | | |
|---|---|------|---------|------------------------------|
| | clearance for landing/overflight foreign aircrafts | | | diplomatic mission |
| 2. DFA-ISU Endorsement Letter to the concerned Philippine authorities | DFA-ISU will send endorsement letter to the concerned Philippine authorities | None | | Diplomatic Clearance Officer |
| 3. Comments from the concerned Philippine authorities | Department of National Defense, J2, AFP and Philippine Air Force will provide comments to DFA-ISU relative to their verifications conducted for issuance of diplomatic clearance for landing/overflight foreign aircrafts | None | | DND Action Officer |
| 4. Diplomatic clearance in the form of Note Verbale | DFA-ISU will send Note Verbale to the requesting diplomatic mission for conveyance of diplomatic clearance | None | | Diplomatic Clearance Officer |
| | TOTAL: | None | 20 days | |

3. Security Coverage for Visiting Dignitaries and Embassies



| | | | | |
|---|--|---|------------------------|--|
| OFFICE OR DIVISION | | Intelligence and Security Unit | | |
| CLASSIFICATION | | Highly Technical | | |
| TYPE OF TRANSACTION | | Philippine Government to Diplomatic Mission | | |
| WHO MAY AVAIL | | Diplomatic Missions | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Note Verbale from the requesting diplomatic mission indicating purpose of travel, date, person traveling, security arrangement request, contact person and its contact number and itinerary of travel | | From the Requesting Diplomatic Mission | | |
| Letter of Endorsement from DFA-ISU addressed to the Philippine National Police | | Intelligence and Security Unit of the DFA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Note Verbale from requesting Diplomatic Mission | Requesting Diplomatic Mission will send Note Verbale to DFA-ISU to obtain security coverage of their visiting dignitaries | None | 20 Days | Defence Attaché and Security/Protocol Officer from the requesting diplomatic mission |
| 2. DFA-ISU endorsement letter to Philippine National Police | DFA-ISU will send an endorsement letter to the Philippine National Police for the request security coverage for visiting dignitaries | None | | Diplomatic Security Officer |



| | | | | |
|--|---|------|---------|--------------------|
| 3. Coordination with Philippine National Police for security coverage of visiting dignitaries. | Philippine National Police will closely coordinate with the requesting diplomatic mission for the number of security be provided and arrangement. | None | | PNP Action Officer |
| | TOTAL: | None | 20 days | |

4. Firearms Clearance for Security Officers of the Visiting Dignitaries

| | |
|---|---|
| OFFICE OR DIVISION | Intelligence and Security Unit |
| CLASSIFICATION | Highly Technical |
| TYPE OF TRANSACTION | Philippine Government to Diplomatic Mission |
| WHO MAY AVAIL | Diplomatic Missions |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Note Verbale from the requesting diplomatic mission indicating details of firearms, number of rounds, details of personnel carrying firearms and purpose of travel of personnel carrying firearms and purpose of travel | From the requesting diplomatic mission |
| DFA-ISU endorsement letter to Philippine National Police | Intelligence and Security Unit of the DFA |
| Authority to transport firearms and Firearms Clearance | Philippine National Police |
| Note Verbale from DFA-ISU for Authority to transport firearms and firearms clearance | Intelligence and Security Unit of the DFA |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Note Verbale from the requesting diplomatic Mission | Diplomatic Mission will send a Note Verbale to DFA-ISU to obtain authority to transport/firearms clearance | None | 20 Days | Defense Attaché or Security Officer of the Requesting Diplomatic Mission |
| 2. DFA-ISU endorsement letter to Philippine National Police | DFA-ISU will send an endorsement letter to Philippine National Police | None | | Diplomatic Security Officer |
| 3. Authority to transport /Firearms Clearance | The Philippine National Police will send an authority to transport/firearms clearance in a form of PNP official letter to DFA-ISU | None | | PNP Action Officer |
| 4. Note Verbale to requesting diplomatic mission | DFA-ISU will send Note Verbale to the requesting diplomatic mission for conveyance of authority to transport/firearms clearance | None | | Diplomatic Security Officer |
| | TOTAL: | None | 20 days | |



5. Radio Frequency Clearance

| | | | | |
|--|---|---|------------------------|--|
| OFFICE OR DIVISION | | Intelligence and Security Unit | | |
| CLASSIFICATION | | Complex | | |
| TYPE OF TRANSACTION | | Philippine Government to Diplomatic Mission | | |
| WHO MAY AVAIL | | Diplomatic Missions | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Note Verbale from the requesting diplomatic mission | | Requesting Diplomatic Mission | | |
| DFA-ISU endorsement letter to National Telecommunications Commission | | Intelligence and Security of the DFA | | |
| Radio frequency clearance/temporary permit to operate | | National Telecommunication Commission | | |
| DFA-ISU Note Verbale to the requesting diplomatic mission | | Intelligence and Security Unit of the DFA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Note Verbale from requesting diplomatic mission | Requesting diplomatic mission will send Note Verbale to DFA-ISU to obtain Radio Frequency Clearance | None | 7 Days | Communication s Officer or Security/Protoc ol Officer of the requesting diplomatic mission |
| 2. DFA-ISU endorsement letter to National Telecommunic ations Commission (NTC) | DFA-ISU will send an endorsement letter to NTC for issuance of Radio Frequency Clearance | None | | Diplomatic Security Officer |



| | | | | |
|--|---|------|--------|-----------------------------|
| 3. Radio Frequency Clearance/Temporary Permit to Operate Radio Frequency | NTC will send to DFA-ISU the Temporary Permit to Operate | None | | NTC Action Officer |
| 4. DFA-ISU Note Verbale to the requesting diplomatic mission | DFA-ISU will send Note Verbale to the requesting diplomatic mission for conveyance of radio frequency clearance | None | | Diplomatic Security Officer |
| | TOTAL: | None | 7 days | |



INTERNAL SERVICES



1. Background Check for hiring DFA Personnel

| | | | | |
|---|---|--|------------------------|---|
| OFFICE OR DIVISION | | Intelligence and Security Unit | | |
| CLASSIFICATION | | Highly Technical | | |
| TYPE OF TRANSACTION | | DFA Inter-Office | | |
| WHO MAY AVAIL | | DFA's Human Resources Management Office and Office of Protocol | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Memorandum from the Human Resource Management (HRMO) Office and Office of the Protocol (OP) | | HRMO and OP | | |
| Personal History Statement form, NBI Clearance and Curriculum Vitae | | HRMO and OP | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Memorandum from the requesting Office in the DFA | Requesting Office from DFA will send memorandum to ISU for background check of a person applying for a positions in the DFA and to the foreign diplomats that will be assigned in the Philippines | None | 20 Days | Recruitment Officer of the HRMO or Protocol Officer of the Office of Protocol |
| 2. Submission of duly accomplished Personal History Statement | DFA HRMO or Office of Protocol will provide to ISU the duly accomplished Personal History | None | | Recruitment Officer of the HRMO or Protocol Officer |



| | | | | |
|--|--|------|---------|----------------------------|
| (PHS) form, NBI Clearance, Curriculum vitae of the applicants | Statement Form, NBI Clearance and Curriculum Vitae of the Applicants | | | of the Office of Protocol |
| 3. DFA-ISU Letter request to NICA for background check | DFA-ISU will send a letter request for background check of a subject applicants | None | | Security Clearance Officer |
| 4. Results from the background check conducted by NICA | The National Intelligence Coordinating Agency (NICA) will send the result of the background check to DFA-ISU in form of an official letter | None | | NICA Action Officer |
| 5. Memorandum for the requesting office to inform the result of the background check | DFA-ISU will send a memorandum to the requesting office to inform of the result of the background check | None | | Security Clearance Officer |
| | TOTAL: | None | 20 days | |



2. Authority to Post to Issue Provisional Certificate of Philippine Registry

| | | | | |
|---|---|---|------------------------|------------------------------|
| OFFICE OR DIVISION | | Intelligence and Security Unit | | |
| CLASSIFICATION | | Highly Technical | | |
| TYPE OF TRANSACTION | | Philippine Government to Private Business Sector | | |
| WHO MAY AVAIL | | Private Business Sector | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Endorsement from Maritime Industry Authority (MARINA) | | Maritime Industry Authority | | |
| Fax message to authorize Post to issue Provisional Certificate of Philippine Registry | | Intelligence and Security Unit of the Department of Foreign Affairs | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Endorsement from Maritime Industry Authority (MARINA) | The Maritime Industry Authority (MARINA) will issue an endorsement letter addressed to DFA-ISU for issuance of Provisional Certificate of Philippine Registry | None | 20 Days | MARINA Action Officer |
| 2. DFA-ISU Fax message to Post for issuance of Provisional Certificate of Philippine Registry | DFA-ISU will send fax message to Post for issuance of Provisional Certificate of Philippine Registry | None | | Diplomatic Clearance Officer |
| | TOTAL: | None | 20 days | |



Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM

| | |
|---------------------------------------|---|
| How to send feedback? | Feedback can be sent via email to isu@dfa.gov.ph |
| How feedbacks are processed? | ISU's front desk also has client feedback forms for those who want to send in their comments. Feedback forms are tallied at the end of every month. |
| How to file a complaint? | Letter feedback such as letters / messages of appreciation are shown to the Head of Office to peruse and then referred to the person being complimented. Complaints can be sent via email to isu@dfa.gov.ph |
| How complaints are processed? | Complaints are read by the Head of Office and analyzed to see if there are process improvements that can be done to avoid similar future issues. |
| Contact information of ISU | Tel. No.: 8831 8921 Email: isu@dfa.gov.ph |
| Contact Information of ARTA, PCC, CCB | ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS) |

| Office | Address | Contact Information |
|--------------------------------|---|--|
| Intelligence and Security Unit | Ground Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Tel. No.: 8831 8921 Email: isu@dfa.gov.ph |



Office of Protocol

EXTERNAL SERVICES



1. **Provision of Protocol Assistance for Government-Hosted Events Attended by Members of the Diplomatic Corps**

OP works closely with other government agencies in the planning and management of official functions attended by members of the diplomatic corps, such as bilateral meetings, social events, and other official activities. OP also provides training on protocol, conference management, social graces, and etiquette to requesting government agencies.

| | | | | |
|--|----------------------|------------------------|---|---------------------------|
| Division | Cereemonials | | | |
| Classification | Complex | | | |
| Type of Transaction | G2G | | | |
| Who may avail | Government Officials | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> • Date and time of event • Venue • Program / Scenario • Guest / Delegation list / VIP list • List of protocol items needed; i. e.: flags, place cards, seating arrangement, signing pens, etc. • Hotel accommodation and transportation for protocol officers may be required, depending on the venue and nature of the event. <p><i>*These should be submitted at least 2 weeks prior to the event</i></p> | | | The requesting party shall provide all the requirements to the Office of Protocol (OP). | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|---|--|---|
| <p>a) Notify and make an official request to OP for provision of protocol assistance via official letter; or via email, pending receipt of the official communication at least 2 weeks prior the event</p> <p>b) Send the requirements to OP</p> | <p>a) The Head of Office shall assess the nature of the request and decide if the request will be granted.</p> <p>b) The Division Director will assign a Project Officer and designate Protocol Officers who shall make the required arrangements for the official function.</p> <p>c) The Project and Protocol Officers shall implement.</p> | <p>Client may be require to provide hotel accommodation and transportation to protocol officer.</p> | <p>Processing time would depend on the event requirements but request for assistance should be given at least 2 weeks prior the event.</p> | <ul style="list-style-type: none"> • DFA Chief of Protocol • Division Director • Protocol Officers |
| TOTAL | | N/A | N/A | |



2. Assistance during High Level Visits

OP coordinates with the Office of Presidential Protocol (OPP) and provides requested assistance in the preparation for and conduct of State and Official Visits and other high level visits by foreign officials.

| | | | | |
|---|---|------------------------|---|---|
| Division | Cereemonials | | | |
| Classification | Complex | | | |
| Type of Transaction | G2G | | | |
| Who may avail | OPP | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> • Date and time of event • Venue • Program • Tasking assignment • Guest / Delegation list | | | The requesting office shall provide all the requirements. | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| a) Notify OP regarding the details of the event and the tasking of assignments b) Hold coordination meetings to discuss preparation for the event | a) The Division Director shall assign a project officer and other protocol officers who will lend support to OPP. b) The Project Officer shall prepare the | None | OP shall comply with the timeline set by OPP. | <ul style="list-style-type: none"> • DFA Chief of Protocol • Director for Ceremonials Division • Protocol Officers |



| | | | | |
|---|---|---|-----|--|
| *Request for assistance shall be made at least 2 weeks prior the event. | necessary documents and items for the event. c) The Project Officer and assigned Protocol Officers shall assist in the implementation stage. | | | |
| TOTAL | | 0 | N/A | |



3. Presentation of Credentials Ceremony

OP assists the Office of Presidential Protocol (OPP) during the Ceremony of the Presentation of Credentials for resident and non-resident Ambassadors.

| | | | | |
|---|----------------------|------------------------|--|---------------------------|
| Division | Ceremonials | | | |
| Classification | Complex | | | |
| Type of Transaction | G2G | | | |
| Who may avail | OPP | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> • Schedule of the presentation of credentials • Program / Movements • Confirmed Ambassadors-designate (AEP-d) who will present their credentials • CV of AEP-des, country profile, and briefing paper • List of DFA representatives who will attend the presentation of credentials • Country flags, CD and musical score of national anthem | | | <ul style="list-style-type: none"> • OPP shall provide the schedule and program / movements • Foreign Embassies located in the Philippines (if resident) or Philippine Foreign Service Posts (if non-resident) shall confirm the attendance of the AEP-designate • DFA Geographic Offices shall provide the CV of AEP-designate, country profile, briefing paper, and list of representatives from their respective Offices • The concerned Embassy will provide the country flag, CD and musical score of the national anthem | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|---|---|-------------|---|---|
| <p>a) OPP shall inform OP of the schedule for the presentation of credentials</p> <p>b) OPP shall hold a coordination meeting to discuss the program and movements</p> <p>c) Presentation of Credentials Ceremony</p> | <p>a) OP shall contact the AEPs (with agrément) and the Secretary of Foreign Affairs (SFA) to confirm their availability for the said date</p> <p>b) Once confirmed, OP shall contact the respective Geographic Offices to prepare the CV of AEPs, country profile, briefing paper, and list of representatives from their respective Offices in attendance</p> <p>c) OP shall attend the coordination meeting to finalize the details of the event</p> | <p>None</p> | <p>OP shall comply with the schedule set by OPP.</p> <p>*To give ample time for the involved Embassies to prepare the necessary materials, OP requests to be notified of the schedule at least 2 weeks prior the event.</p> | <ul style="list-style-type: none"> • DFA Chief of Protocol (COP) • Director for Ceremonials Division • Protocol Officers |
|---|---|-------------|---|---|



| | | | | |
|--|---|---|-----|--|
| | <p>d) OP shall order the wreath and coordinate with the Armed Forces of the Philippines, the Department of Public Works and Highways, and the National Parks for the wreath-laying ceremony.</p> <p>e) OP shall brief the AEPs regarding the ceremony.</p> <p>f) OP shall assist in the implementation of the event and the Chief of Protocol shall assist the SFA (or representative; DFA Undersecretary)</p> | | | |
| | TOTAL | 0 | N/A | |



4. Turnover of License Plates Surrendered by Diplomatic and Consular Missions and International Organizations and their Personnel

OP processes the turnover to the Land Transportation Office (LTO) of the license plates (diplomatic car plate, consular car plate, other exempt vehicle, and motorcycle plate) surrendered by diplomatic and consular missions and international organizations and their personnel after disposal of the motor vehicle.

| | | | | |
|---|--|------------------------|--|---------------------------|
| Division | Immunities and Privileges | | | |
| Classification | Highly Technical | | | |
| Type of Transaction | G2G | | | |
| Who may avail | Accredited Diplomatic, Consular, and International Organizations Officials and their Personnel | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> OP Form I Photocopy of the license plates to be returned | | | <ul style="list-style-type: none"> Template for OP Form I is included in 2016 Handbook on Privileges and Immunities, which was distributed to all foreign missions and international organizations. If necessary, a soft copy may be obtained from the DFA Office of Protocol (OP). Other requirements must be provided by the applicant | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|---|--|------|--------|--|
| Requests shall be submitted directly to the Office of Protocol every Mondays. | <p>a) The Immunities and Privileges Division shall consolidate all returned plates and prepare an inventory list.</p> <p>b) Inventory list of all surrendered plates together with the physical plates shall be forwarded to the DFA Central Records for transmittal to the Land Transportation Office (LTO) via courier for appropriate action.</p> | None | 7 days | <ul style="list-style-type: none"> • Director for Immunities and Privileges • Desk Officer |
| TOTAL | | 0 | 7 days | |



5. Issuance of Certificate of No Resident Embassy in the Philippines

OP processes requests for issuance of Certificate of No Resident Embassy in the Philippines requested by applicants as part of documentary requirements by the Local Civil Registry to obtain marriage license.

| | | | | |
|--|--|------------------------|--|--|
| Division | Immunities and Privileges | | | |
| Classification | Highly Technical | | | |
| Type of Transaction | G2G | | | |
| Who may avail | Accredited Diplomatic and Consular Posts | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> Letter addressed to the Chief of Protocol requesting the issuance of Certificate of No Resident Embassy in the Philippines with indicated purpose of the certification Copy of pertinent pages of the applicant's passport (if the applicant is a foreign national) or valid government ID (if the applicant is a Filipino national). | | | <ul style="list-style-type: none"> Requirements must be provided by the applicant | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Requests shall be submitted directly to the Office of Protocol. | a) Immunities and Privileges Division checks the latest version of Diplomatic and Consular List to verify that the entity has no | None | 7 days | <ul style="list-style-type: none"> Director for Immunities and Privileges Desk Officer |



| | | | | |
|-------|---|---|--------|--|
| | <p>resident embassy in the Philippines.</p> <p>b) Upon verification, Immunities and Privileges Division shall prepare the certification.</p> <p>The applicant will be informed accordingly when the requested certification is ready for pick up.</p> | | | |
| TOTAL | | 0 | 7 days | |



6. Diplomatic and Consular List or Directory

OP updates the diplomatic and consular list quarterly or as the need arises. The updated list may be requested from the Office of Protocol.

| | | | | |
|--|--|------------------------|---|---------------------------|
| Office | Office of Protocol | | | |
| Classification | Simple | | | |
| Type of Transaction | Government-to-Citizens (G2C), Government-to-Businesses (G2B), G2G | | | |
| Who may avail | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> Request for information on the diplomatic and consular list Contact information | | | <ul style="list-style-type: none"> The requesting party must provide these requirements to the Office of Protocol. | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| a) The client requests for information from the Office of Protocol b) The client receives the list or directory | a) OP checks the latest version of the list or directory and updates it if necessary b) OP provides the information to the client | None | 3 days | Protocol Officer |
| TOTAL | | 0 | 3 days | |



7. Airport Endorsements and Port Courtesy

OP endorses to the MIAA Pass Control Office the use of airport VIP lounges for members of the diplomatic corps, their visitors, and other foreign officials.

| | | | | |
|---|---|------------------------|--|---|
| Division | Ceremonials | | | |
| Classification | Simple | | | |
| Type of Transaction | G2G | | | |
| Who may avail | Accredited Heads of Missions, Consulates, and International Organizations, their officials and other visiting foreign officials | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> • Flight details • Name/s of arriving or departing individuals • Position of arriving or departing individuals • Reason for the visit • Names of individuals who will welcome them • Driver's name and car details | | | The requesting party must provide these requirements to the Office of Protocol – Ceremonials Division. | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| a) Client must provide the requirements to the OP – Ceremonials Division no later than 48 hours prior to the scheduled arrival / departure b) Client may pick-up a copy of endorsement or request for it to be sent via email | a) OP Ceremonials will prepare the airport endorsement b) MIAA grants approval c) OP- Ceremonials gives a copy of the endorsement to the client | 0 | 1-3 working days as MIAA only grants approval from 9AM – 5PM during weekdays. I | <ul style="list-style-type: none"> • Division Director • Protocol Officer in charge of Airport Endorsements |
| TOTAL | | 0 | 3 days | |



INTERNAL SERVICES



1. Assistance on Protocol Matters during Official Events

OP provides assistance in the proper arrangement and conduct of Courtesy/Farewell Calls on the Secretary of Foreign Affairs, Undersecretaries and Assistant Secretaries by AEPs/Heads of Foreign Missions and other officials. OP also assists in other ceremonies, meetings, and events hosted by the SFA and the Department of Foreign Affairs.

| | | | | |
|---|--|------------------------|--|---|
| Division | Ceremonials | | | |
| Classification | Complex | | | |
| Type of Transaction | G2G | | | |
| Who may avail | DFA Offices | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> • Date and time of event • Venue • Program • Guest / Delegation list • List of protocol items needed; i. e.: flags, name plates, signing pens, etc. | | | The requesting office shall provide all the requirements. | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| a) Notify OP regarding its intention to hold the event via phone call, email, or letter b) Send the requirements to OP | a) The Division Director shall assign a project officer who will oversee the protocol preparations for the event. b) OP shall assist in event implementation. | None | OP shall comply with the timeline set by the lead office but requests notice at least 2 weeks prior the event. | <ul style="list-style-type: none"> • Division Director • Protocol Officer/s |



| | | | | |
|-------|--|---|-----|--|
| | | | | |
| TOTAL | | 0 | N/A | |

2. Airport Endorsements and Port Courtesies

OP endorses to the MIAA Pass Control Office the use of airport VIP lounges for approved DFA Offices, ATN cases (OUMWA), or Philippine heads of post who are departing to assume post, coming home at the conclusion of the tour of duty, coming home for the official visit of the Head of State / Foreign Minister / Head of the International Organization he / she is accredited to and coming home as members of the Philippine delegation to international conferences being held in the Philippines.

| | | | | |
|---|--|------------------------|--|---|
| Division | Ceremonials | | | |
| Classification | Simple | | | |
| Type of Transaction | G2G | | | |
| Who may avail | DFA Offices | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> • Flight details • Name/s of arriving/departing individuals • Position of arriving/departing individuals • Reason for the visit • Names of individuals who will welcome them • Driver's name and car details | | | The requesting party must provide these requirements to the Office of Protocol – Ceremonials Division. | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| a) Client must provide the requirements to the OP – Ceremonials Division | a) OP Ceremonials will evaluate if the request is valid (i.e.: official trip). | None | 1- 3 working days as MIAA only grants approval from 9AM – 5PM during weekdays. | <ul style="list-style-type: none"> • Division Director • Protocol Officer in charge of Airport Endorsements |
| b) Client may pick-up a | b) OP Ceremonials | | | <ul style="list-style-type: none"> • Protocol Officer to welcome |



| | | | | |
|------------------------------------|--|---|--------|--|
| copy or request for it to be sent. | <p>will prepare the airport endorsement</p> <p>c) MIAA grants approval</p> <p>d) OP- Ceremonials gives a copy of the endorsement to the client</p> <p>e) Upon request of the geographic office or under instructions of the Secretary, OP may provide protocol officers to welcome and assist the arriving party</p> | | | |
| TOTAL | | 0 | 3 days | |



Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM

| | |
|---------------------------------------|--|
| How to send a feedback | Send an email to op@dfa.gov.ph or fill out the feedback form in the Office of Protocol. |
| How feedbacks are processed | Feedback will be forwarded to the Division Director concerned and shall relay it to the members of the team, if needed. |
| How to file a complaint | Send an email to op@dfa.gov.ph or a letter addressed to the Assistant Secretary. |
| How complaints are processed | Complaint will be forwarded to the Division Director concerned and shall relay it to the members of the team. |
| Contact information of ARTA, PCC, CCB | ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-861-6565 |

List of Divisions

| Division | Contact Information |
|---|--|
| Division I: Socials | 834 – 3651 or 834 – 3737 op.div1@dfa.gov.ph |
| Division II: Ceremonials | 834 – 3902 op.div2@dfa.gov.ph |
| Division III: Immunities and Privileges | op.div3@dfa.gov.ph |



Human Resources Management Office

EXTERNAL SERVICES



1. Processing of Application for Home-based Plantilla, Contractual, and Contract of Service Position

Hiring of home-based plantilla, contractual, and contract of service positions

| | | |
|---|---|------------------------|
| Office or Division: | HRMO-RSPD | |
| Classification : | Highly Technical | |
| Type of Transaction: | G2C – Government to transacting public | |
| Who may avail: | <ul style="list-style-type: none"> • Filipino citizen, at least 18 years old, and of good moral character; • Has met the educational, work experience, and training requirements of the vacant position; and • Possesses the appropriate Civil Service eligibility or its equivalent if required by the vacant position. | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Duly accomplished DFA application form; | | dfa.gov.ph |
| Updated Resume with photo; | | |
| Photocopy of diploma; | | |
| Photocopy of transcript of records; | | |
| Photocopy of latest/valid NBI Clearance; | | |
| Duly accomplished Work Experience Sheet (if work experience is required by the position); | | dfa.gov.ph |
| Photocopy of Training Certificates (if training is required by the position); and | | |
| Photocopy of Civil Service Eligibility or its equivalent (if required by the position). | | |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--------------------|
| <p>1. (a) If walk-in: Proceeds to the counter and accomplishes the DFA application form.</p> <p>Submits the duly accomplished application form and the supporting documents.</p> <p>1. (b) If sent through mail/email: Sends duly accomplished DFA application form and supporting documents to hrmo.recruitment@dfa.gov.ph</p> | <p>1. If walk-in (1a), evaluates the DFA Application Form and supporting documents and requests the applicant to submit lacking documents, if any.</p> <p>If sent through mail/email (1b), sends acknowledgment receipt and requests the applicant to submit lacking requirements, if any.</p> <p>Evaluates applications based on the required qualifications of the vacancies.</p> <p>If documents are in order and applicant meets</p> | None | 5 working days | Recruitment staff |



| | | | | |
|---|--|------|--------------------------------------|-------------------|
| | <p>the qualifications of the position, informs/emails applicant that they will be scheduled for examination and the schedule will be sent to the email indicated in the application form.</p> <p>If applicant is not qualified, informs/emails the applicant that application will not be given further consideration.</p> | | | |
| 2. Receives notification on the schedule of examination | 2. Schedules examination in batches (minimum of 12 applicants per batch) and emails applicant the examination schedule and venue. | None | 15 minutes | Recruitment staff |
| 3. Appears at HRMO-RSPD, signs in the attendance sheet and takes the examination. | 3. Administers employment examination. | None | Home-based / Contractual – 2.5 hours | Recruitment staff |



| | | | | |
|--|--|------|----------------------------------|-------------------|
| | | | Contract of Service – 1 hour | |
| | 4. Checks the examination, updates database, and informs applicant of the examination result. If passed, also informs applicant of schedule of HRMO interview. | None | 5 working days | Recruitment staff |
| 5. Appears at HRMO-RSPD | 5. Interviews the applicant. | None | 20 minutes minimum per applicant | HRMO Officer |
| 6. Receives notification on interview result. | 6. Informs applicant of interview result through email. If passed, endorses applicant to the hiring office for final interview. | None | 3 working days | Recruitment staff |
| 7. Appears at the hiring Office for the interview. | 7. Interviews applicant and endorses interview result to HRMO. | | 10 working days | Hiring Office |
| TOTAL | | 0 | 24 days | |



2. Processing of Appointment and Office Order of Successful Applicants (Contractuals)

Appointment of Contractual personnel

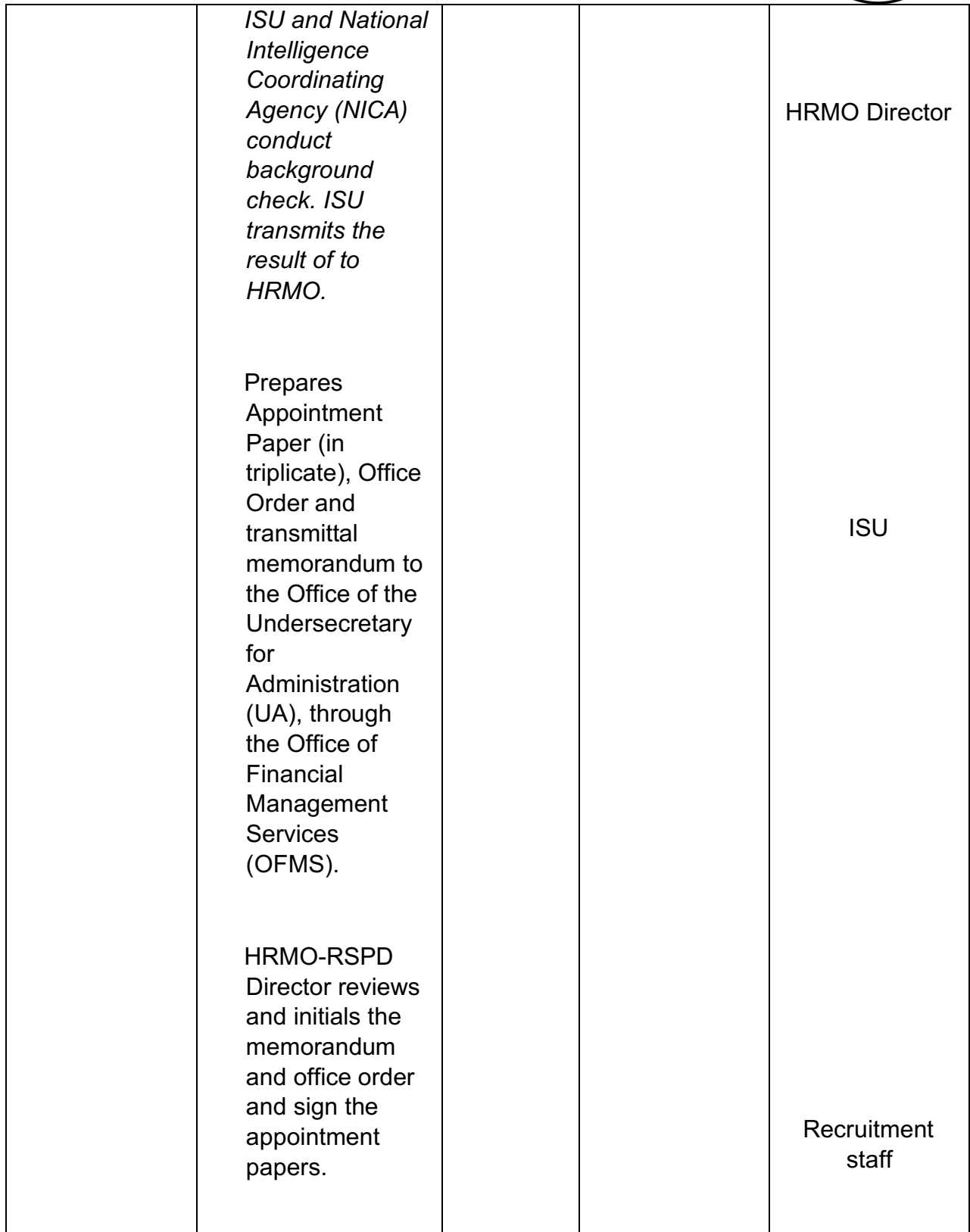
| Office or Division: | HRMO-RSPD | | |
|---|---|-----------------|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2G – Government to government employees | | |
| Who may avail: | <ul style="list-style-type: none">• Filipino citizen, at least 18 years old, and of good moral character;• Has met the educational, work experience, and training requirements of the vacant position; and• Possesses the appropriate Civil Service eligibility or its equivalent if required by the vacant position. | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| <p>First set (to be submitted within a week from the notice of hiring)</p> <ul style="list-style-type: none">• Two (2) duly accomplished and notarized Personal History Statement;• Two (2) duly accomplished and notarized Personal Data Sheet (CS Form No. 212);• Two (2) Notarized Sworn Statement of Assets, Liabilities and Net Worth (SALN);• Two (2) duly accomplished Report on Family Status;• One (1) original and one (1) photocopy of valid NBI Clearance;• Duly accomplished Temporary ID Form with 2 pcs. 1x1 photo; | | | |
| <p>Second set (under normal circumstances, to be submitted within 2 weeks from the notice of hiring)</p> | | | |



| <ul style="list-style-type: none"> • Two (2) authenticated copies of Civil Service Eligibility or Equivalent (certificate-Board/Licensure Exam and Ratings); • Certificate of live birth duly authenticated by the Philippine Statistics Authority (PSA); • Certified true copy of Diploma and Transcript of Records (TOR); • Duly authenticated PSA Marriage Certificate (if any) and Birth Certificate of Child/ren (if any); • Medical Certificate (CS Form No. 211) with attached original results of Blood Test (CBC), Urinalysis, Chest x-ray, and Drug test; • Clearance/certificate from a licensed psychologist/psychiatrist to attest psychological fitness; and • Certificate/s of previous employment (if applicable). | | | | |
|---|--|-----------------|-----------------|--------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Receives Interview Rating Sheet with the recommendation to hire from the hiring office. | None | 1 minute | Recruitment staff |
| | 2. Informs the applicant that they are recommended for hiring and | None | 5 minutes | Recruitment staff |



| | | | | |
|---|--|------|---|-------------------|
| | sends email containing the list of documentary requirements, the deadline for submission, and the soft copies of the required forms. | | | |
| 3. Submits first and second set of requirements | 3. Receives and reviews the documents. | None | 15 minutes | Recruitment staff |
| | <p>4. Prepares memorandum request to the Intelligence and Security Unit (ISU) for background check of the applicant. Attaches the PHS and original NBI clearance to the memorandum.</p> <p>HRMO Director reviews and signs the memorandum. Documents are transmitted to ISU.</p> | None | <p>10 to 15 working days</p> <p>(ISU background check and preparation of Appointment Paper are processed in parallel)</p> | Recruitment staff |





| | | | | |
|--|---|--|--|---------------------------|
| | <p>HRMO Executive Director initials the memorandum and office order.</p> <p>HRMO Assistant Secretary initials the office order and signs the memorandum.</p> <p>Documents are transmitted to OFMS and UA for initials and signature. Signed appointment papers are routed to HRMO. Signed office order is routed to OSEC for numbering.</p> | | | <p>HRMO-RSPD Director</p> |
|--|---|--|--|---------------------------|



| | | | | |
|--|--|--|--|--|
| | | | | <div>HRMO Executive Director</div> <div>HRMO Assistant Secretary</div> <div>Communication s Officer, OFMS Assistant Secretary, and</div> |
|--|--|--|--|--|



| | | | | |
|---|--|------|-----------------------|---|
| | | | | Undersecretary for Administration |
| | 5. <i>OSEC transmits the certified true copy of the signed and numbered office order to HRMO.</i> | None | | OSEC Communication s Officer |
| | 6. Informs applicant of the date of assumption via email and instructs applicant to report to HRMO-RSPD for orientation. Prepares orientation kits and other relevant documents. | None | 30 minutes minimum | Recruitment staff |
| 7. Appears in HRMO-RSPD and receives appointment. | 7. Conducts orientation and provides the newly hired personnel a copy of the signed appointment and office order. Deploys the newly hired | None | 2.5 hours | Recruitment staff |



| | | | | |
|--|---------------------------------|---|---|--|
| | personnel to the hiring office. | | | |
| | TOTAL | 0 | N/A (Total Processing Time is dependent on applicant.) | |

3. Processing of Contracts of Successful Applicants (Contract of Service [COS])

Preparation of contracts of service

| Office or Division: | HRMO-RSPD | | |
|---|--|-----------------|--|
| Classification: | Highly Technical (Multi-Stage) | | |
| Type of Transaction: | G2G – Government to government employees | | |
| Who may avail: | Qualified applicants who passed the employment examination and interviews and are recommended for hiring by the hiring office. | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| Two (2) duly accomplished and notarized Personal History Statement; | | | |
| One (1) original and one (1) photocopy of valid NBI Clearance; | | | |
| Duly accomplished Temporary ID Form with 2 pcs. 1x1 photo; | | | |
| Medical Certificate (CS Form No. 211) with attached original results of Blood Test (CBC), Urinalysis, Chest x-ray, and Drug test; and | | | |



| Two (2) duly accomplished and notarized Personal History Statement; | | | | |
|---|--|-----------------|-----------------------|--------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Receives Interview Rating Sheet with the recommendation to hire from the hiring office. | None | 1 minute | Recruitment staff |
| | 2. Informs the applicant that they are recommended for hiring and sends email containing the list of documentary requirements, the deadline for submission, and the soft copies of the required forms. | None | 5 minutes | Recruitment staff |
| 3. Submits documents on the above checklist | 3. Receives and reviews the documents. | None | 15 minutes | Recruitment staff |
| 4. Signs contract of service. | 4. Prepares memorandum request to the Intelligence and Security Unit (ISU) for background check of the | | 10 to 15 working days | Recruitment staff |



| | | | | |
|--|---|------|--|---|
| | <p>applicant. Attaches the PHS and original NBI clearance to the memorandum.</p> <p>HRMO Director reviews and signs the memorandum.</p> <p>Documents are transmitted to ISU.</p> <p>5. Prepares contract (in duplicate) and transmittal memorandum to the Office of the Undersecretary for Administration (UA), through the Office of Financial Management Services (OFMS).</p> <p>HRMO-RSPD Director and Executive Director reviews and initials the memorandum.</p> <p>HRMO Assistant Secretary signs</p> | None | (background check and preparation of contract are processed in parallel) | <p>HRMO Director</p> <p>Recruitment staff</p> <p>HRMO-RSPD Director and HRMO Executive Director</p> |
|--|---|------|--|---|



| | | | | |
|---|---|------|---|--|
| | the memorandum. | | | HRMO Assistant Secretary |
| | 6. Contract is transmitted to hiring office, OFMS and UA for initials and signature. | None | | Head of Office of hiring office, OFMS Assistant Secretary, and Undersecretary for Administration |
| 7. Receives information on the date of assumption | 7. Informs applicant of the date of assumption via email and instructs applicant to report to HRMO-RSPD for orientation. | None | 10 minutes | Recruitment staff |
| 8. Appears in HRMO-RSPD and receives signed contract. | 8. Conducts orientation and provides the newly hired personnel a copy of the contract. Deploys the newly hired personnel to the hiring office. | None | 1.5 hours | Recruitment staff |
| TOTAL | | 0 | N/A (Total Processing Time is dependent on applicant.) | |



4. Processing of Appointments of Successful Applicants (Home-based Plantilla positions)

Appointment of successful applicants to home-based plantilla positions

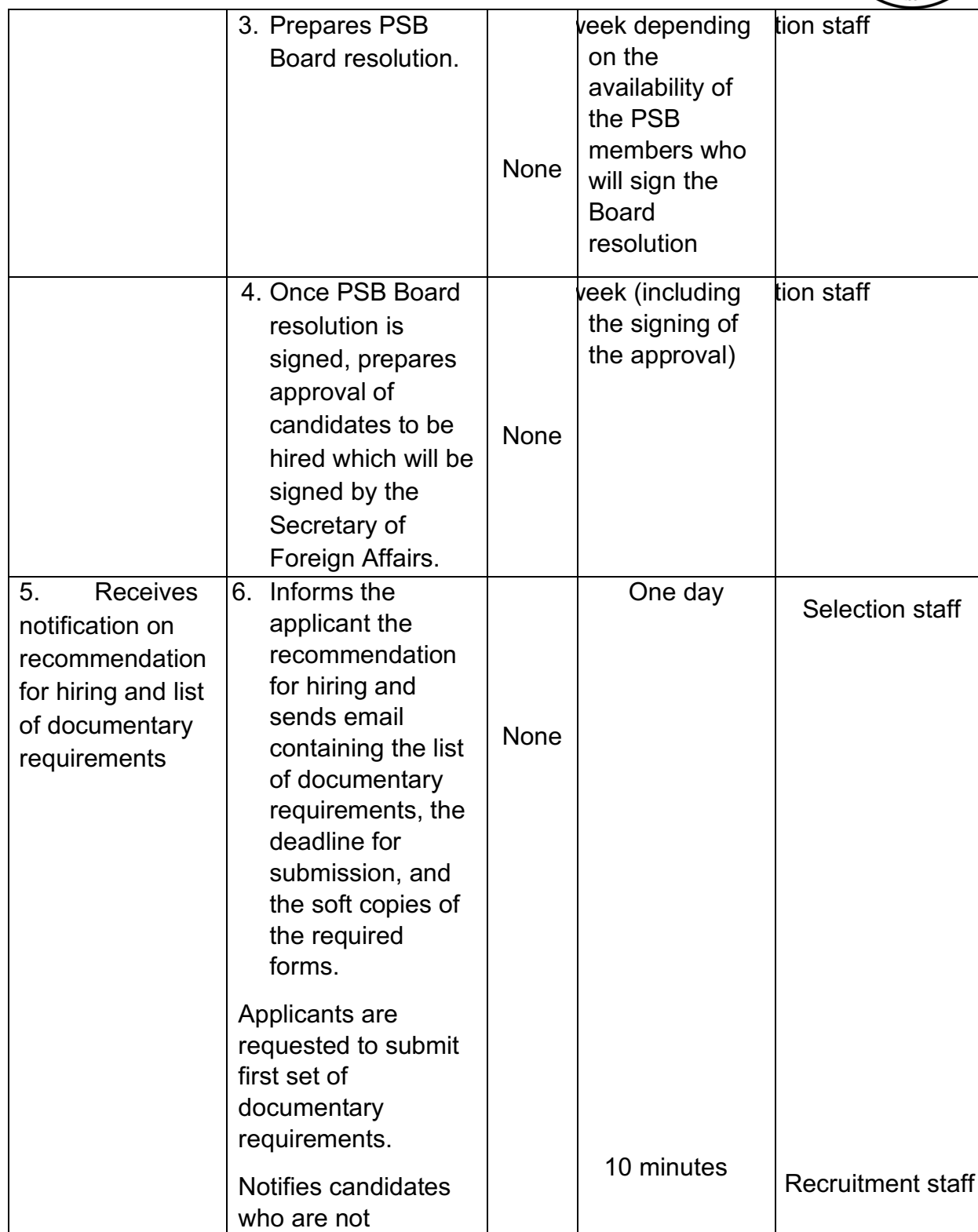
| Office or Division: | HRMO-RSPD | |
|---|--|---------------------------------------|
| Classification: | Highly Technical (Multi-Stage) | |
| Type of Transaction: | G2G – Government to government employees | |
| Who may avail: | Qualified applicants who passed the employment examination and interviews and are recommended for hiring by the hiring office. | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| <p>First set (to be submitted by the applicant within two weeks from the notice of hiring)</p> <p>For submission to the Civil Service Commission for the validation of appointments:</p> <ul style="list-style-type: none"> • Two (2) duly accomplished and notarized Personal Data Sheet (CS Form No. 212) and Work Experience Sheet (Attachment to CS Form No. 212); • Two (2) duly accomplished Position Description Form (DBM-CSC Form No. 1); • Two (2) duly accomplished Oath of Office (CS Form No. 32 Revised 2018); and | | Forms are provided by HRMO via email. |



| | |
|--|--|
| <ul style="list-style-type: none"> • Two (2) duly accomplished Certificate of Assumption to Duty (CS Form No. 4 Revised 2018). | |
| <p>Second set (within two weeks after submission of the first set of requirements)</p> <ul style="list-style-type: none"> • Two (2) duly accomplished and notarized Personal History Statement; • Two (2) Notarized Sworn Statement of Assets, Liabilities and Net Worth (SALN); • Two (2) duly accomplished Report on Family Status; • One (1) original and one (1) photocopy of valid NBI Clearance; • Duly accomplished Temporary ID Form with 2 pcs. 1x1 photo; • Two (2) authenticated copies of Civil Service Eligibility or Equivalent (Certified True Copy (CTC) of Board Rating /CTC of Certificate of Registration / CTC of PRC ID); • Certificate of Live Birth duly authenticated by the Philippine Statistics Authority (PSA); • Certified true copy of Diploma and Transcript of Records (TOR); • Duly authenticated PSA Marriage Certificate (if any) and Birth Certificate of Child/ren (if any); • Medical Certificate (CS Form No. 211) accomplished by a government physician with attached original results of Blood Test (CBC), Urinalysis, Chest x-ray, and Drug test; | |



| <ul style="list-style-type: none"> • Clearance/certificate from a licensed psychologist/psychiatrist to attest psychological fitness; • Certificate/s of previous employment (if applicable); and • Clearance and Certificate of Leave Credits from employer (if applicant has been a government employee). | | | | |
|--|---|-----------------|---|--------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Receives Interview Rating Sheet with the recommendation to hire from the hiring office. Endorses application documents to HRMO-Selection Section for processing. | None | 1 minute | Recruitment staff |
| | 2. Consolidate candidates to be endorsed to the Personnel Selection Board (PSB) for deliberation. Prepares documents and presentation for PSB meeting. | None | Within one month for applicants 100 and below | Recruitment staff |





| | | | | |
|--|---|------|--|---|
| | recommended for hiring. | | | |
| 7. Submits the first set of documentary requirements | 7. Receives and reviews the documents. | None | Two weeks | |
| 8. Submits the second set of documentary requirements indicated above. | 8. Receives and reviews the documents. | None | Within 6 weeks | Selection staff |
| | <p>9. Prepares appointment papers and transmittal memorandum to the Office of the Undersecretary for Administration (UA)</p> <p>HRMO-RSPD Director reviews and initials the memorandum and signs the appointment papers.</p> <p>HRMO Executive Director initials the memorandum and the appointment papers.</p> <p>HRMO Assistant Secretary signs</p> | None | Two weeks including preparation until receipt of signed appointment papers | <p>Selection staff</p> <p>HRMO-RSPD Director</p> <p>HRMO Executive Director</p> <p>HRMO Assistant Secretary</p> |



| | | | | |
|--|--|------|--|---|
| | <p>the memorandum and appointment papers as the Chair of the PSB</p> <p>Documents are transmitted to UA signature. Signed appointment papers are routed to HRMO.</p> | | | <p>Communications Officer,</p> <p>Undersecretary for Administration</p> |
| 10. Receives signed and approved appointment papers. | <p>11. Transmits signed appointment papers and supporting documents to the Civil Service Commission for approval.</p> <p>Provides candidates with their signed and approved appointment papers</p> | None | <p>One week</p> <p>Within two weeks after receipt of validated appointment from CSC</p> | Selection staff |
| TOTAL | | 0 | <p>N/A</p> <p>(Total Processing Time is dependent on applicant and other government agencies.)</p> | |



5. Compliance with Subpoenas Issued by Courts and Quasi-Judicial Bodies

The Performance and Records Management Division, through the Administrative Compliance Section, handles the first tier in administrative disciplinary proceedings. It receives complaints against personnel and determines whether or not they are to be elevated to the Board of Foreign Service Administration (BFSA) for prosecution. Its tasks also include complying with subpoenas for cases filed against personnel in courts or quasi-judicial bodies.

| | | | | |
|---|--|------------------------|------------------------|--|
| Office or Division: | HRMO-PRMD | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G | | | |
| Who may avail: | Courts and Quasi-Judicial Bodies | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Subpoena containing list of documents requested | | | | |
| CTC of requested documents | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Send subpoena | 1. Receive subpoena from court/quasi-judicial body | None | 1 day | Atty. Jonathan Allen S. Bautista/ Administrative Compliance Section |
| | 2. Secure copies of the requested documents; copy certified by concerned offices | None | 3 days | Atty. Jonathan Allen S. Bautista/ Administrative Compliance Section |
| 2. Receive Certified | 3. Send letter of compliance, | None | 2 days | Atty. Jonathan Allen S. |



| | | | | |
|----------------------------------|--|---|--------|--|
| True Copy of requested documents | certification, and Certified True Copy of requested documents to court/quasi-judicial body | | | Bautista/ Administrative Compliance Section |
| TOTAL | | 0 | 6 days | |



INTERNAL SERVICES





1. Endorsement to Department of Finance and Bureau of Customs of the Tax-Free Entry of Shipment (Household Goods and Personal Effects with One Used Motor Vehicle) of Recalled Foreign Service Personnel

Endorsement to the Department of Finance (DOF) and Bureau of Customs (BOC) of the Application for Tax and/or Duty Exemption of the shipment of household goods and personal effects with one used motor vehicle of a DFA personnel who is reassigned to the home office from foreign posting abroad.

One (1) endorsement letter addressed to the Director, Revenue Office of the Department of Finance for the household goods and personal effects and another one for the used motor vehicle with Motor Vehicle Computation on the applicable depreciation rates.

Continues coordination with the recallee and local broker on the speedy processing of tax and/or duty exemption from DOF and BOC to minimize payment of demurrage fees and/or storage charges by the shipping company.

| Office or Division: | Shipment Section, Benefits and Welfare Division, HRMO | |
|---|--|---------------------------------|
| Classification: | Simple | |
| Type of Transaction: | G2G | |
| Who may avail: | DFA Employees Who are Re-Assigned from Post to the Home Office | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Original Car Registration and English translation, if applicable (1 original and 4 certified true copies) | | Recallee DFA- OAMSS-GRAD |
| Original Car Invoice or Deed of Sale and English translation, if applicable (1 original and 4 certified true copies) | | Recallee DFA- OAMSS-GRAD |
| Original Bill of Lading (BL) | | Foreign Forwarder/Broker |



| | |
|--|---|
| (1 original BL and 4 certified true copies for the household goods and personal effects) | Recallee DFA- OAMSS-GRAD |
| (1 original BL and 4 certified true copies for the vehicle) | Recallee DFA- OAMSS-GRAD |
| Original inventory/packing list (1 original and 4 certified true copies) | Foreign Forwarder/Broker Recallee / DFA- OAMSS-GRAD |
| Recall/Reassignment Order and Extension of Date of Recall, if any (8 certified true copies) | DFA- HRMO-PMD-Rotation Unit DFA- OAMSS-GRAD |
| Certificate of arrival (8 certified true copies) | DFA- HRMO-BWD- Shipment Unit DFA- OAMSS-GRAD |
| Photocopy of passport data page and the page with arrival stamp (8 certified true copies) | Recallee DFA- OAMSS-GRAD |
| Photocopy of TIN ID or BIR Form | Recallee DFA- OFMS- Payroll Unit |
| Certificate of emoluments issued by the Foreign Service Accounting, OFMS (8 certified true copies) Submit the following documents to OFMS: (for the issuance of Certificate of Emoluments): | DFA- OFMS- Foreign Service Accounting DFA- OAMSS-GRAD DFA- OFMS- Foreign Service Accounting |



| | |
|---|--|
| | |
| 2. Certificate of Last Payment from Post | Post of Assignment |
| 3. Travel Order from Post | Post of Assignment |
| 4. Recall Order and Extension Order, if any | DFA- HRMO |
| 5. Certificate of Arrival (Shipment Section, BWD-HRMO) | DFA- HRMO-BWD- Shipment Unit |
| 6. Service Record (RIU-HRMO) | DFA- HRMO-RIU |
| 7. Post Clearance | Post of Assignment |
| Affidavit for Shipment of Household Goods and Personal Effects Including Motor Vehicle Form DFA-HRM-B-10 (4 certified true copies) or Affidavit for Shipment of Household Goods and Personal Effects DFA-HRM-B-11 (4 certified true copies) | DFA- HRMO-BWD- Shipment Unit DFA- OAMSS-GRAD DFA- HRMO-BWD- Shipment Unit DFA- OAMSS-GRAD |
| Letter of Authorization for Broker Household Goods and Personal Effects Including Motor Vehicle Recallee Form DFA-HRM-B-12 (4 certified true copies) Letter of Authorization for Broker Household Goods and Personal Effects Recallee Form DFA-HRM-B-12 | DFA- HRMO-BWD- Shipment Unit DFA- OAMSS-GRAD DFA- HRMO-BWD- Shipment Unit |



| (4 certified true copies) | | | DFA- OAMSS-GRAD | |
|---|--|-----------------|---|---|
| Application for Tax and/or Duty Exemption DOF-RO-PR-001-FR-91 Rev.0 (from Department of Finance) | | | DFA- HRMO-BWD- Shipment Unit DOF website | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents to the BWD Shipment Unit for the application of the tax and/or duties exemption. | 1.1 Accept and process the documents submitted by the recallee for the application of the tax and/or duties exemption. | None | 30 Minutes | <i>BWD Shipment Unit</i> DFA-HRMO-BWD |
| | 1.2 Prepare the endorsement letter and Motor Vehicle Computation to the Director, Revenue Office, Department of Finance to be signed by the BWD Director | None | 30 Minutes 30 Minutes 30 Minutes | <i>BWD Shipment Unit</i> DFA-HRMO-BWD <i>Principal Assistant</i> DFA-HRMO-BWD <i>Director</i> DFA-HRMO-BWD |



| | | | | |
|--------------------------------------|---|------|------------|--|
| | 1.3 Sort / Collate the submitted documents for submission to DOF, Personal File of the recallee and HRMO-BWD-Shipment Unit File | | 1 Hour | <i>BWD Shipment Unit</i> DFA-HRMO-BWD |
| | 1.4 Control Number for the endorsement letter | None | 1 Minute | <i>Records Unit</i> DFA-HRMO-BWD |
| 2. Receive the endorsement letter(s) | 1.5 Release the endorsement letter(s) with instructions to the recallee for subsequent submission to DOF | None | 20 Minutes | <i>BWD Shipment Unit</i> DFA-HRMO-BWD |
| TOTAL | | 0 | 3 days | |

2. Availment of Financial Assistance through One Appeal Plan

The One Appeal Plan (OAP) was established to allow the Department to provide its employees with financial assistance in time of emergency and to contribute to deserving charitable appeals as may be determined by the OAP Committee (per Department Order No. 20-2018 dated 20-2018).



| | | |
|--|---|---|
| Office or Division: | Wellness Section, Benefits and Welfare Division, Human Resources Management Office | |
| Classification: | Complex | |
| Type of Transaction: | G2G | |
| Who may avail: | <p>Per Department Order No. 20-2018, 7.1-2, the following may avail the financial assistance from One Appeal Plan:</p> <ol style="list-style-type: none"> 1. Regular, casual, contractual employees of the Department, including Contract of Service (COS) workers; 2. Lawful spouse of regular, casual, contractual employees of the Department. In the case of COS, only COS is qualified; 3. Unmarried children (legitimate or illegitimate) of (1) and (2) employees; 4. Parents of (1); and 5. Parents-in-law and grandparents of (1) 6. Charitable institutions | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Primary Requirements: | | |
| <ol style="list-style-type: none"> 1. Letter of Request for Financial Assistance (1 original) 2. DFA ID (1 photocopy) | | <p>Applicant</p> <p>Applicant</p> |
| Requirements for Medical expenses: | | |
| <ol style="list-style-type: none"> 1. Doctor's prescription/ diagnosis (1 photocopy) 2. Medical receipts/ hospital bills/SOA (1 photocopy) | | <p>Medical institutions and/or physicians</p> <p>Medical institutions and/or physicians</p> |
| Requirements for Burial expenses: | | |
| <ol style="list-style-type: none"> 1. Death Certificate issued by PSA (1 photocopy) 2. Memorial/ Burial services receipts | | <p>Philippine Statistics Authority</p> <p>Funeral service provider</p> |



| (1 photocopy) 3. Marriage certificate issued by PSA, if applicable (1 photocopy) 4. Birth certificate issued by PSA, if applicable (1 photocopy) | | Philippine Statistics Authority Philippine Statistics Authority | | |
|--|---|--|-----------------|--|
| Requirements for Calamity and other Emergency expenses: | | | | |
| 1. Barangay certificate (1 original) 2. Proof of damage (photos) 3. Summary of expenses including receipts (1 original) | | Barangay Applicant Providers, such as but not limited to hardware stores, repair service firms | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents to the desk officer/OAP Secretariat | 1. Check and verify the submitted documents of the applicant | None | 5 minutes | Clerk/Desktop Officer/Secretariat, Wellness Unit, BWD-HRMO |
| | 2. Draft and print Memo with his/her initial upon receipt of complete and evaluated requirements from DFA personnel requesting financial assistance through OAP | None | 5 minutes | Clerk/Desktop Officer/Secretariat, Wellness Unit, BWD-HRMO |



| | | | | |
|--|--|------|-----------|--|
| | 3. Review Memo and put initial; return Memo to Desk Officer if with correction | None | 5 minutes | <i>Principal Assistant, BWD-HRMO</i> |
| | 4. Review Memo and puts initial; return Memo to Desk Officer if with correction | None | 5 minutes | <i>Director, BWD-HRMO</i> |
| | 5. Review Memo and puts initial; return Memo to Desk Officer if with correction | None | 5 minutes | <i>Executive Director, HRMO</i> |
| | 6. Approve and sign Memo; return Memo to Desk Officer if with correction. | None | 5 minutes | <i>Assistant Secretary, HRMO</i> |
| | 7. Forward the signed Memo to three (3) OAP Committee members for further approval of the requested assistance | None | 5 minutes | <i>Clerk/Desk Officer/Secretariat, Wellness Unit, BWD-HRMO</i> |
| | 8. Approve/ Disapprove the requested assistance (Signs the Memo) | None | 2 days | <i>Chief Coordinator, OSEC</i> <i>Undersecretary for Administration</i> |



| | | | | |
|--|--|------|------------|---|
| | | | | <i>Office assigned on a semi- annual rotation basis</i> |
| | 9. Forward the memo, duly-approved and signed by three (3) OAP Committee, to the Special Disbursing Officer (SDO)/Bookkeeper designated by OFMS for printing of disbursement voucher (DV) and cheque | None | 5 minutes | <i>Clerk/Secretariat, BWD-HRMO</i> |
| | 10. Create and print DV and cheque | None | 1 day | <i>Special Disbursing Officer (SDO)/Bookkeeper, OFMS</i> |
| | 11. Forward the DV and cheque to HRMO for signature of BWD Director/ Head of OAP Secretariat and of the HRMO Assec | None | 30 minutes | <i>Special Disbursing Officer (SDO)/Bookkeeper, OFMS</i> |
| | 11. Sign the DV and cheque | None | 30 minutes | <i>Director, BWD-HRMO</i> <i>Assistant Secretary, HRMO</i> |



| | | | | |
|--|--|------|------------|------------------------------------|
| | 12. Get the duly-signed DV and cheque from HRMO Director and Assistant Secretary, and forward the same to OFMS Assistant Secretary for his/her signature | None | 30 minutes | <i>Clerk/Secretariat, BWD-HRMO</i> |
| | 13. Sign the DV and cheque | None | 30 minutes | <i>Assistant Secretary, OFMS</i> |
| | 14. Get the duly-signed voucher and cheque from OFMS Assistant Secretary and record the details of the DV and cheque. | None | 30 minutes | <i>Clerk/Secretariat, BWD-HRMO</i> |
| | 15. Inform the applicant that his request has been approved and that he can pick up the cheque | None | 15 minutes | <i>Clerk/Secretariat, BWD-HRMO</i> |
| 16. Pick up the cheque and sign the receiving copy | 17. Record the date and time of pick-up of cheque by the applicant. | None | 10 minutes | <i>Clerk/Secretariat, BWD-HRMO</i> |
| | | 0 | 7 days | |



3. Enrollment of children of DFA employees with the DFA Day Care Center

Day care services are provided to the children of DFA employees which includes assessment of children's developmental abilities according to the Department of Social Welfare and Development.

| Office or Division: | Day Care Center, Benefits and Welfare Division, HRMO | | | |
|---|---|-----------------------|-----------------|----------------------|
| Classification: | Simple | | | |
| Type of Transaction: | G2G- Government to Government | | | |
| Who may avail: | DFA Employees (Regular, Casual, Contractual) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Employee ID (1 Photocopy) | | Applicant | | |
| Request and Intake Form (1 Original) | | DFA- Day Care | | |
| Medical and Dental Record (1 Original) | | DFA-Day Care | | |
| Birth Certificate of the Child (1 Photocopy) | | PSA | | |
| Assessment of diagnostician or specialist for children with special needs (1 Photocopy) | | Applicant's physician | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the log book at the Day Care center | 1. Give the log book to the parent | None | 3 minutes | DFA Day Care Teacher |
| 2. Submit the required documents to the teacher present at the center | 2. Receive the documents and check for completeness 2.1. Compile all the submitted | None | 5 minutes | DFA Day Care Teacher |



| | | | | |
|--------------------------------------|--|------|-----------|----------------------|
| | documents in a folder. | | | |
| 3. Send child to the Day Care Center | 3. Include the child in the roster of enrolled children. | None | 3 minutes | DFA Day Care Teacher |
| | | 0 | 1 day | |

4. Enrolment and Updating of Records with PhilHealth

Employees may submit their enrolment and request for updating of records with PhilHealth through the PhilHealth Desk in HRMO.

| | | | | |
|--|---|------------------------|------------------------|---------------------------|
| Office or Division: | Health Section, Benefits and Welfare Division, HRMO | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All DFA personnel | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| PhilHealth Member Registration Form (PMRF) | | HRMO-BWD Office | | |
| Birth Certificate, if applicable | | PSA | | |
| Marriage Certificate, if applicable | | PSA | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit application together with | 1. Evaluate and receive application | None | 3 mins | Health Section Assistant |



| | | | | |
|---|---|------|--------|--------------------------|
| supporting documents for declared qualified dependents to BWD Health Unit | | | | |
| | 2. Endorse the accomplished form and supporting documents to PhilHealth Field Office for processing | None | 3 days | Health Section Assistant |
| TOTAL | | 0 | 3 days | |

5. Issuance of Airline Tickets for DFA Personnel Travelling to Assume Post

DFA personnel and their qualified dependents are entitled to travel tickets when they will travel to assume their duties at Philippine foreign service posts.

| | | |
|----------------------------------|---|---|
| Office or Division: | Travel Arrangement Section, Benefits and Welfare Division, HRMO | |
| Classification: | Complex | |
| Type of Transaction: | G2G | |
| Who may avail: | DFA personnel for foreign assignment | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Assignment Order | | HRMO – Placement Section |
| 2. Travel Order | | Office of the Secretary (OSEC) |
| 3. Clearances | | Human Resources Management Office (HRMO) and Office of Financial Management Services (OFMS) |



| 4. TEC/s | | Department of Tourism (DOT) - Tourism Infrastructure and Enterprise Zone Authority (TIEZA) | | |
|---|--|--|-----------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit certified true copies (CTC) of the Assignment Order, Travel Order, Clearances and TEC/s of personnel leaving for foreign assignment at least 2 months before the scheduled trip | 1. Receive certified true copies (CTC) of the Assignment Order, Travel Order, Clearances and TEC/s of personnel leaving for foreign assignment | None | 5 minutes | TAS Action Officer |
| | 2.1. Prepare endorsement to DOT-TIEZA to be initialed by TAS Head and signed by BWD-Director/HRMO Officer and signed by the Executive Director/HRMO Officer for the Assistant Secretary of HRMO. | None | 5 minutes | TAS Action Officer TAS Unit Head, for initial BWD Director/Principal Assistant HRMO Executive Director HRMO Assistant Secretary |
| | 2.2. File the application for TEC and claim issuance | None | 5 minutes | TAS Action Officer |



| | | | | |
|--|--|------|------------|---|
| | on behalf of the applicant with DOT-TIEZA. | | | DOT |
| | 2.3. Prepare the Request for Quotation Form (DFA-HRM-B-03) and secure at least three (3) airplane fare quotations from travel agencies providing travel services to DFA as per MC 03-97; MC 23-96. | None | 5 minutes | TAS Action Officer TAS Unit Head, for signature of RFQ |
| | 2.4. Request for the issuance of temporary booking to the travel agency that offers the most direct, economical and advantageous to the DFA personnel | None | 5 minutes | TAS Action Officer |
| 2. Receive, review and confirm tentative booking | 3. Inform/forward to personnel the flight itinerary and request confirmation if acceptable. | None | 5 minutes | TAS Action Officer |
| | 4. Prepare Transportation Order signed by TAS Action Officer, signed by TAS Head, (DFA-HRM-B-07); route to the BWD Director for signature. | None | 10 minutes | TAS Action Officer TAS Head BWD-Acting Director |



| | | | | |
|---------------------------|---|------|-----------|--|
| | 5. Route the Transportation Order to the Department Chief Accountant for funding. | None | 5 minutes | TAS Action Officer OFMS |
| | 6. Route the Transportation Order to TAS for review and numbering, noted and approved by BWD-Acting Director. | None | 5 minutes | TAS Action Officer BWD-Acting Director |
| 3. Receive copy of ticket | 7. Arrange/coordinate the issuance and delivery of airplane ticket to DFA personnel | None | 5 minutes | TAS Action Officer |
| | 8. Prepare and send to Post the Notice of Arrival of personnel. | None | 5 minutes | TAS Action Officer TAS Unit Head for initial BWD Director/Principal Assistant HRMO Executive Director HRMO Assistant Secretary |
| TOTAL | | 0 | 7 days | |



6. Issuance of an Official Passport to Private Staff

Per D.O. 20-2015, DFA personnel can bring private staff to their Post of assignment, subject to the host government's regulations. An official passport is issued to a private staff who has submitted the complete requirements and has personally appeared at HRMO for interview and orientation.

| | | | |
|---|---|---|--|
| Office or Division: | Family Affairs Unit – Benefits and Welfare Division, HRMO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen G2G – Government to Government | | |
| Who may avail: | DFA personnel and their private staff | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| Letter/memo request of the principal to the Secretary <u>through</u> the Assistant Secretary of HRMO to hire private staff (1 original) | | To be drafted by the principal | |
| Personal Information Sheet (1 original, 1 CTC) | | Family Affairs Unit (FAU) | |
| Accomplished/Notarized/Authenticated Contract of Employment (1 CTC) | | Family Affairs Unit (FAU) | |
| Affidavit of Undertaking for the purpose of bringing a Private Staff abroad (1 original, 1 CTC) | | Family Affairs Unit (FAU) | |
| Accomplished Passport Application form (1 original, 1 CTC) | | Family Affairs Unit (FAU) | |
| Birth Certificate or current passport (1 original, 1 CTC) | | Philippine Statistics Authority (PSA) / Department of Foreign Affairs (DFA) | |
| Marriage Contract, if private staff is married (1 original, 1 CTC) | | Philippine Statistics Authority (PSA) | |
| NBI Clearance (1 original, 1 CTC) | | National Bureau of Investigation (NBI) | |
| Copy of passport of Principal (1 CTC) | | DFA personnel employing the private staff | |



| Copy of SSS ID or Member Data Form (1 CTC) | | Social Security System (SSS) | | |
|---|---|--|-----------------|--------------------|
| Copy of PhilHealth ID or Member Data Form (1 CTC) | | Philippine Health Corporation (PhilHealth) | | |
| Copy of PagIBIG ID or Member Data Form (1 CTC) | | PagIBIG | | |
| Medical Certificate (1 original, 1 CTC) Requires the following: | | DFA Medical Clinic, 2 nd floor | | |
| • Two (2) Passport-size colored pictures | | Photo printing studio of their preference | | |
| • Results of Chest X-Ray (including x-ray film) | | Medical Clinic of their preference | | |
| • Results of Complete Blood Count (CBC) | | Medical Clinic of their preference | | |
| • Results of Urinalysis | | Medical Clinic of their preference | | |
| • Results of Fecalalysis | | Medical Clinic of their preference | | |
| • Results of Pregnancy Test for females 23 to 45 years old | | Medical Clinic of their preference | | |
| • Results of Electrocardiogram (ECG) for females 35 years old and above | | Medical Clinic of their preference | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit complete requirements to Family Affairs Unit (FAU) | Receive and evaluate requirements | None | 15 minutes | Clerk, FAU |
| | 1.1 If requirements are complete, interview and orient the private staff | None | 10 minutes | Clerk, FAU |
| | 1.2 Draft endorsement for the issuance of official passport and note verbale, if needed | None | 5 minutes | Clerk, FAU |



| | | | | |
|---|---|-----------|----------------|---|
| | 1.3 Have endorsement signed by authorized signatory | None | 30 minutes | Clerk, FAU / Authorized signatory |
| | 1.4 Photocopy requirements submitted as attachments of the signed endorsement | None | 10 minutes | Clerk, FAU |
| | 1.5 Give endorsement to private staff | None | 10 minutes | Clerk, FAU |
| 1. Submit endorsement to OCA-DOPS, 3 rd floor, DFA ASEANA | 2. Process application form and attach receipt | None | 15 minutes | Clerk, OCA Diplomatic and Official Passports Section (OCA-DOPS) |
| 2. Proceed to the cashier at the 2 nd floor for payment of passport fees Note: Bring application form and receipt from DOPS | 3. Accept payment and validate official receipt | Php 1,200 | 10 minutes | Cashier, 2 nd floor, DFA ASEANA |
| 3. Submit validated official receipt to OCA-DOPS | 4. Receive 2 nd copy of official receipt | None | 1 minutes | Clerk, OCA-DOPS |
| | 4.1 Capture biometrics of applicant | None | 10 minutes | Clerk, OCA-DOPS |
| 4. Wait for release of official passport | 6. Process data, Deliver passport to DOPS, Issue Note Verbale, if applicable | None | 5 working days | Passport Processing Center at Batangas Clerk, OCA-DOPS |
| 5. Return to OCA-DOPS to get passport and Note Verbale, if applicable | 7. Give passport and Note Verbale, if applicable | None | 10 minutes | Clerk, OCA-DOPS |



| | | | | |
|--|-------|----------|---------|--|
| Note: Present official receipt with release date | | | | |
| | TOTAL | Php1,200 | 20 days | |

7. Approval of Leave Applications of Heads of Post

Leave Applications of Heads of Post should be filed with the Home Office pursuant to D.O. 16-05.

| Office or Division: | Leave Section, Benefit and Welfare Division, HRMO | | |
|---|---|-----------------------|--|
| Classification: | Complex | | |
| Type of Transaction: | G2G - Government to Government | | |
| Who may avail: | Heads of Philippine Foreign Service Post | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| Approved leave application CSC Form No. 6 in duplicate (original copies will be sent through pouch) | | Foreign Service Post | |
| Please take note that application for vacation leave should be filed at least two (2) weeks in advance of requested leave | | | |
| Fax memo transmitting leave application | | Foreign Service Post | |
| Clearance from accountabilities (if leave exceeds thirty (30) calendar days) | | Foreign Service Post | |
| Medical Certificate (if applying for sick leave of absence for more than five (5) working days and/or filed in advance) | | Applicant's physician | |



| Additional requirement for Heads of Philippine Consulates General: | | Supervising Philippine Embassy | | |
|---|---|--------------------------------|-----------------|--|
| <ul style="list-style-type: none"> Fax endorsement of the supervising Ambassador | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit leave application with transmittal fax memorandum thru CORATEL | 1.Receive application through IRMS | None | 5 minutes | Head of Leave Section |
| | 1.1 Draft approval of leave for initials of PA, Acting Director, Executive Director, and signature of Assistant Secretary | None | 1 day | Head of Leave Section |
| | 1.2 Forward draft approval of leave to geographic office that has jurisdiction over the FSP | None | 5 minutes | HRMO Assec Office's outgoing communication officer |
| | 2. Initial draft approval of leave | None | 1 day | Assec Geographic Office |
| | 2.1 Forward initialed draft approval to Undersecretary for Policy | None | 5 minutes | Assec Geographic Office outgoing communication officer |
| | 3. Initial draft approval of leave | None | 1 day | Undersecretary for Policy |
| | 3.1 Forward initialed draft approval of leave to | None | 5 minutes | Outgoing communication officer of UP |



| | | | | |
|--|---|------|-----------|---|
| | Undersecretary for Administration | | | |
| | 4. Sign the approval of leave | None | 1 day | Undersecretary for Administration |
| | 4.1 Forward approved leave to CORATEL | None | 5 minutes | Outgoing communication officer of UA |
| | 5. Send the approved/signed communication to the concerned Foreign Service Post | None | 5 minutes | CORATEL communication officer |
| 2. Receive approved leave from Home Office | 6. Notify the Head of Post of the approved leave | None | 1 day | Communication Officer of Foreign Service Post |
| TOTAL | | 0 | 7 days | |

8. Approval of Leave Applications of Foreign Service Personnel other than Heads of Post

Leave Applications of Foreign Service Personnel other than Heads of Post should be filed with the Home Office pursuant to D.O. 25-99.

| | |
|-----------------------------|--|
| Office or Division: | Benefit and Welfare Division-Leave Section |
| Classification: | Simple |
| Type of Transaction: | G2G - Government to Government |



| Who may avail: | | All foreign service personnel other than Heads of Post | | |
|---|------------------------------------|--|-----------------|-----------------------|
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <p>Approved leave application CSC Form No. 6 in duplicate (original copies will be sent through pouch)</p> <p>Please take note that application for vacation leave should be filed at least two (2) weeks in advance of requested leave</p> | | Foreign Service Post | | |
| Fax memo transmitting leave application | | Foreign Service Post | | |
| Clearance from accountabilities (if leave exceeds thirty (30) calendar days) | | Foreign Service Post | | |
| Medical Certificate (if applying for sick leave of absence for more than five (5) working days and/or filed in advance) | | Applicant's physician | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit leave application with transmittal fax memorandum thru CORATEL | 1.Receive application through IRMS | None | 5 minutes | Head of Leave Section |



| | | | | |
|--|---|------|-----------|--|
| | 1.1 Drafts approval of leave for initials of PA, Acting Director, Executive Director, and signature of Assistant Secretary for approval | None | 1 day | Head of Leave Section |
| | 1.2 Forwards approved leave to CORATEL | None | 5 minutes | HRMO Assec's Office's outgoing communication officer |
| | 2. CORATEL sends the approved/signed communication to the concerned Foreign Service Post | None | 5 minutes | CORATEL communication officer |
| 2. Receive approved leave from Home Office | 3. Notify concerned personnel of the approved leave | None | 1 day | Communication Officer of Foreign Service Post |
| | TOTAL | 0 | 3 days | |



9. Initial Terminal Leave Benefits (TLB) Claim

The Retirement Section is responsible for the processing of the Terminal Leave Benefits (TLB) of, as well as the provision of appropriate services to DFA employees who retired, resigned or died while in active service.

| Office or Division: | Benefits and Welfare Division – Terminal Leave Benefits Section | |
|--|---|---|
| Classification: | Highly Technical (Multi-Stage) | |
| Type of Transaction: | G2C Government to Citizen | |
| Who may avail: | Employees who have reached the mandatory age or opted for early retirement, resigned, and are separated from the service. | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| <ul style="list-style-type: none"> • Application for retirement (for Mandatory Retirees) • C.S. Form No. 6 (Leave Form) • Affidavit of Monetary Claim • Affidavit of Undertaking for Trust Deposit 5% to 10% • DFA Clearance (Financial Accountability and All offices) • Personnel Leave Computation Card • Summary of Total Leave Balance | | Terminal Leave Benefits Section |
| <ul style="list-style-type: none"> • Certificate of Last Payment (from Home Office) | | Office of Fiscal Management- Payroll unit |
| <ul style="list-style-type: none"> • Updated Employee Service Record • Updated Personnel Information Sheet | | Records Management Section (RMS) |
| <ul style="list-style-type: none"> • BFSA Certificate | | Board of Foreign Service Administration |
| <ul style="list-style-type: none"> • Letter of Early Retirement / Resignation with Copy of | | HRMO-Selection Section |



| | |
|--|---------------------------------------|
| <p>Acceptance duly signed by Appropriate authorities (Malacañang, SFA or OUA)</p> <ul style="list-style-type: none"> • Notice of Salary Adjustment/Increment | |
| <ul style="list-style-type: none"> • Turn-over Report • DFA I.D • Statement of Assets and Liabilities (SALN) as of Last Day of Service | Applicant |
| <p>If Retired/Resigned/Died at Post:</p> <ul style="list-style-type: none"> • Post Clearance • Certificate of Last Payment from Post • Certificate of Arrival • Copy of Assignment Order | Post |
| <ul style="list-style-type: none"> • PSA Death Certificate or Report of Death of deceased employee • PSA Marriage Certificate of deceased employee • PSA Birth Certificate/s of ALL Legal Heirs • PSA Marriage Certificate/s of <i>married female heirs</i> • PSA CENOMAR of deceased employee (for single) • PSA Death Certificate of Both Parents (If Applicable) • PSA/NSO Death Certificate of Deceased Sibling (If Applicable) | Philippine Statistics Authority (PSA) |



| <ul style="list-style-type: none"> • Notarized Affidavit List of Surviving Heirs, with copies of IDs • Notarized Affidavit of Waiver of Rights (<i>If Applicable</i>) | | From Affiant/s | | |
|--|---|-----------------|-----------------|--------------------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the duly accomplished requirements for TLB claim. | 1. Receive the duly accomplished requirements. 1.2 Evaluates\ the submitted documents | None | 10 minutes | TLB staff |
| | 2. Route DFA Clearance Form of retirees for signature, including DFA Clearance Form I to OFMS | None | 1-4 weeks | TLB staff |
| | 3. Request for Certificate of Last Payment from Home Office (Payroll Unit) | None | 4 weeks | TLB staff / Payroll Unit Staff |
| | 5. Request remaining requirements: a) Updated PIS b) Updated Service Record (RIU) c) Notice of Salary Adjustment | None | 2 days | TLB staff |



| | | | | |
|-----------------------------|--|------|------------|---------------------------|
| | d) Request BFSA Certificate | | | |
| | 6. Request for the Personnel Leave Computation Card | None | 2 days | TLB Staff / Leave Section |
| | 7. Reconcile the retirees' leave records. 7.1 Prepare the yearly summary of leave credits | None | 1 day | |
| | 8. Submit the completed Documents to OFMS for final evaluation and computation for money value of TLB. | None | 4 weeks | TLB staff / OFMS |
| | 9. Once the initial TLB claim is processed by OFMS, notify the retiree of the release of the claim/cheque. | None | 5 minutes | TLB staff |
| 2. Receive TLB claim cheque | 10. Release TLB claim cheque | None | 5 minutes | OFMS - Cashier |
| | TOTAL | 0 | 3-4 months | |



10. Issuance of Medical Clearance to DFA Personnel to be deployed

The Medical Clearance is one of the requirements for DFA personnel who are scheduled for deployment.

| Office or Division: | Medical Clinic, Benefits and Welfare Division, HRMO | | | |
|--|---|---|-----------------|--------------------|
| Classification: | Complex | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | DFA Employees bound for foreign assignment | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Annual Physical Examination Result - Blood Chemistry, Complete Blood Count, Urinalysis, Chest Xray (PA View), ECG (for 35 Years old and above and if Prescribed), HbsAg, Fecalalysis (1 Photocopy) | | Accredited Laboratory Clinics | | |
| Medical Clearance (if required) (1 Photocopy) | | Private Physician | | |
| Psychological Examination Result (1 Photocopy) | | Clinic of choice for Psychological Exam | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present the complete requirements | 1. Receive the requirements and check if complete 1.1 Sign the clearance 1.2 Endorse the employee to the Department Physician | None | 3 minutes | Department Nurse |



| | | | | |
|---|---|------|-----------|----------------------|
| | | | | |
| 2. Appear personally before the Department Physician | 2. Receive the requirements for final evaluation/consultation 2.1 Sign the clearance 2.2 Endorse the documents to the nurse | None | 5 minutes | Department Physician |
| 3. Receive the original documents and the signed clearance. | 3. Photocopy the documents for record keeping 3.1 Return the original documents to the employee | None | 3 minutes | Department Nurse |
| Total | | 0 | 3 days | |

11. Enrolment and Updating of Records with the Home Development Mutual Fund (Pag-IBIG)

Employees may submit their enrolment, updating of records, applications for multipurpose loan, and other requests with Pag-IBIG through the Pag-IBIG Desk in HRMO.

| | |
|---|---------------|
| Office or Division: | BWD Pag-IBIG |
| Classification: | Simple |
| Type of Transaction: | G2G/G2C |
| Who may avail: | DFA Employees |
| <div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div> | |



| | |
|--|---------------------------------------|
| Member's Change of Information Form (MCIF) | Pag-IBIG |
| 1. Birth Certificate | Philippine Statistics Authority (PSA) |
| 2. Marriage Contract | Philippine Statistics Authority (PSA) |
| 3. Death Certificate | Philippine Statistics Authority (PSA) |
| 4. Two (2) Valid ID's (copy only) | Applicant |
| Member's Data Form | Pag-IBIG |
| 1. Two (2) Valid ID (copy only) | Applicant |
| Application for Provident Benefits Claim (APB) | Pag-IBIG |
| MATURITY | |
| 1. Service Record | DFA-HRMO RMS |
| 2. Two (2) Valid ID's (copy only) | Applicant |
| DEATH | Pag-IBIG |
| 1. Service Record | DFA HRMO RMS |
| 2. Notarized Proof of Surviving Legal Heirs and ID cards (copy only) of witnesses | Pag-IBIG Notary Public |
| 3. Notarized Affidavit of Guardianship with signature of (2) barangay officials on the corroboration portion if with minor children. | Pag-IBIG Notary Public |
| 4. Marriage Contract of member | Philippine Statistic Authority (PSA) |
| 5. Death Certificate of member | Philippine Statistic Authority (PSA) |
| 6. Birth Certificate member's children | Philippine Statistic Authority (PSA) |
| 7. Marriage Contract of member's daughter if married | Philippine Statistic Authority (PSA) |



| | |
|--|---|
| 8. Death Certificate of member's Spouse if deceased | Philippine Statistic Authority (PSA) |
| 9. Death Certificate of member's children if with deceased children | Philippine Statistic Authority (PSA) |
| 10. If with Illegitimate children: a. Notarized Affidavit of Cohabitation attested by Two Disinterested Person | Notary Public Two Disinterested Person |
| 11. If with Housing Loan: a. Certificate of Full Payment-if fully paid b. Certificate of Cancellation/ Certificate of Closure and Deed of Voluntary Surrender-if cancelled or foreclosed | Pag-IBIG |
| 12. Funeral Receipt | Funeral Services |
| 13. Joint Affidavit of Abandonment attested by Two Disinterested Person if the children abandoned by the parent | Pag-IBIG Notary Public |
| 14. Joint Affidavit of Two Disinterested Person if with Discrepancy | Pag-IBIG Notary Public |
| 15.2 Valid ID's each Members of the family and witnesses (copy only) | Applicant |
| 16. Notarized Waiver of Rights from the claimants of member | Pag-IBIG |
| 17. Notarized Affidavit of Undertaking | Pag-IBIG |
| RETIREMENT | |
| 1. Service Record | DFA-HRMO RMS |



| | | | | |
|--|-----------------------|------------------------|------------------------|---------------------------|
| 2. Two (2) Valid ID's (copy only) | | Applicant | | |
| PERMANENT DEPARTURE | | | | |
| 1. Service Record | | DFA-HRMO RMS | | |
| 2. Proof of Residence Visa | | Applicant | | |
| 3. Two (2) Valid ID's (copy only) | | Applicant | | |
| Request for Consolidation/Merging of Member's Records | | | | |
| 1. Two (2) Valid ID's (copy only) | | Applicant | | |
| Multi-Purpose Loan Application (MPL) | | | | |
| 2. Service Record | | DFA-HRMO RMS | | |
| 3. Pay Slip | | DFA-OFMS Payroll Unit | | |
| 4. Two (2) Valid ID's (copy only) | | Applicant | | |
| 5. One copy of LANDBANK ATM Card | | Applicant | | |
| Updating of Member Saving Program 1 | | | | |
| 1. Authority to Deduct | | Applicant | | |
| 2. One (1) Valid ID (copy only) | | Applicant | | |
| Modified Pag-IBIG (MP2) | | | | |
| 1. Enrollment Form | | Applicant | | |
| 2. One (1) Valid ID (copy only) | | Applicant | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|--|------|--------|------------------------------|
| 1. Submit the Application and the required documents to the DFA BWD Pag-IBIG Unit for filing at the nearest Pag-IBIG Branch. | 1.1 Accept and evaluate the Pag-IBIG application and the attached documents. 1.2 Prepare transmittal/endorsement to the Pag-IBIG. 1.3 Keep a copy of the transmittal for future follow-up/verification from the Pag-IBIG | None | 3 days | Fund Coordinator to Pag-IBIG |
| Total | | 0 | 3 days | |

12. Processing of Annual Personnel Movement

Assignment of personnel from the Home Office to Foreign Service Posts (FSPs) or reassignment from one FSP to another

| | | | | |
|----------------------------------|--|--------------------------|------------------------|---------------------------|
| Office or Division | HRMO-RSPD | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to government employees | | | |
| Who may avail: | Qualified Foreign Service personnel | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Foreign Service Preference Form | | HRMO - Placement Section | | |
| Travel Order Form | | HRMO - Placement Section | | |
| Clearance (Admin and OFMS) | | HRMO - Placement Section | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|--|------|-----------------|----------------|
| | 1. Requests list of personnel who are due for recall from the Foreign Service Posts on the following year. | None | 2 working days | Desk Assistant |
| | 2. Checks all names and verifies eligibility for assignment. | None | 3 working days | Desk Assistant |
| | 3. Finalizes the list of vacancies in FSPs. | None | 2 working days | Desk Assistant |
| | 4. Prepares the memorandum for the Secretary for the signing of recall order of concerned personnel together with the memorandum circular on the list of vacancies for the following year. | None | 5 working days | Desk Assistant |
| | 5. Transmits the copy of the Recall Order to concerned personnel once signed by the Secretary. | None | 1 working day | Desk Assistant |
| | 6. Circulates the annual list of vacancies to all Offices, FSPs, and COs. | None | 10 working days | Desk Assistant |



| | | | | |
|--|--|------|--|----------------|
| 7. Personnel submits Foreign Post Preference Forms (FPPFs) | 7. Receives FPPFs and evaluates eligibility of bidder based on residency, competency, and performance evaluation | None | 7 working days | Desk Assistant |
| | <p>8. Submits shortlist of eligible and qualified candidates to concerned FSPs at least six (6) months before the positions become vacant.</p> <p>If Post requests for more candidates other than in the shortlist, HRMO recirculates the vacancy to Offices, FSPs, and COs.</p> <p>If Post selects a personnel from another FSP, HRMO sends fax to concerned FSP to confirm its no objection to the reassignment of</p> | None | <p>10 working days</p> <p>additional 10 working days from the time HRMO received Post's reply</p> <p>Additional 10 working days from the time HRMO received Post's reply</p> | Desk Assistant |



| | | | | |
|--|--|------|-----------------|--|
| | said personnel to another FSP. | | | |
| | <p>9. Drafts Assignment Orders (AOs) and submit the proposal to OSEC, through UA and OFMS for signature.</p> <p>Undersecretary approves AO and endorses to the Secretary for signature.</p> <p>Secretary signs AO.</p> | None | 15 working days | <p>Desk Assistant</p> <p>Undersecretary for Administration</p> <p>Secretary of Foreign Affairs</p> |
| 10. Receives signed AO and starts processing clearance | 10. Serves signed AO to concerned personnel and provides a list of requirements for foreign assignment. Transmits signed AOs to concerned FSPs and COs. | None | 1 working day | Desk Assistant |



| | | | | |
|--|--|------|---------------|--|
| | Updates internal records of Post and personnel. Provides copies of signed AOs to Records and Information Unit for the updating of HRIS and the Learning and Development Section for relevant trainings required. | | | |
| 11. Submits accomplished Estimation of Budget for Deployment Form. | 11. Prepares Travel Orders of personnel upon submission of duly accomplished Estimation of Budget for Deployment Form. | None | 1 working day | |
| Total | | 0 | N/A | |



13. Processing of Authorization to Hire a Locally Hired Employee of Foreign Service Posts (FSPs)

Hiring of a locally hired employee at FSPs

| | | | | |
|--|--|------------------------|-------------------------|---------------------------|
| Office or Division: | HRMO-RSPD | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to government employees | | | |
| Who may avail: | Qualified applicants who passed the employment examination and interviews and are recommended for hiring by the hiring office. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Post's proposed compensation package | | | | |
| Qualifications of the prospective candidate | | | | |
| Post's proposed employment contract | | | | |
| Sworn statement executed by the prospective candidate | | | | |
| Police Clearance | | | | |
| NBI Clearance (for Filipino citizens) | | | | |
| Physician's Certification on state of health and fitness to work | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Post transmits request for Authority to hire a locally hired employee to HRMO | 1. HRMO receives Post's request for Authority to hire a locally hired employee and reviews the | None | One (1) to two (2) days | HRMO-Local Hires Section |



| | | | | |
|--|---|------|---|--|
| | submission of required documents. | | | |
| | 2. Transmits the candidate's Personal History Statement (PHS) form to Intelligence and Security Unit (ISU) for records/background check. | None | One (1) to two (2) days | HRMO-Local Hires Section |
| | 3. Transmits the results of the records/background check to HRMO. | None | One (Fourteen (14) to twenty-one (21) days. | ISU |
| | 4. If results indicate " <i>no records/information</i> ", transmits the results/security clearance to Post, informing Post that the Authority is under process. | None | One (1) to two (2) days | HRMO-Local Hires Section |
| | 5. Drafts the Authority to hire with a covering Memorandum to the Undersecretary for Administration (UA), through the Office of Financial Management Services (OFMS). | None | One (1) to four (4) days | HRMO-Local Hires Section |
| | 6. Approves the funding for Post's proposed total compensation | None | Seven (7) to fourteen (14) days | OFMS Divisions: <ul style="list-style-type: none"> • Planning |



| | | | | |
|--------------------------------------|---|------|---------------------------|--|
| | package. OFMS affixes its initials and endorses the said Authority to UA. | | | <ul style="list-style-type: none"> • Budget • Executive Director Assistant Secretary |
| | 7. Signs the Authority confirming the initial appointment of the local hire | None | Two (2) to three (3) days | Undersecretary for Administration |
| 8. Receives signed authority to hire | 8. Faxes signed authority to hire directly to Post by UA. | None | One (1) to two (2) days | UA Communications Officer |
| Total | | 0 | N/A | |

14. Processing of Applications for FSI Courses

The Performance and Records Management Division, through its Learning and Development Section, facilitates personnel's availment of and access to relevant training courses offered by external training providers.

| | | |
|--|---------------------------------|------------------------|
| Office or Division: | HRMO-PRMD | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2G | |
| Who may avail: | All personnel of the Department | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Memorandum from FSI on training programs offered | | |
| List of applicants | | |
| Draft Travel Authority/ Office Order | | |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|---|
| | 1. Receive memorandum from FSI on schedule of training courses | None | 1 wd | Ma. Angelie N. Cruz/ Learning and Development Section |
| | 2. Disseminate the information to all offices <ul style="list-style-type: none"> • Prepare memo • Upload training course in HRIS | None | 3wd | Ma. Angelie N. Cruz/ Learning and Development Section |
| 1. Submit application through HRIS | 3. Receive applications | None | 5wd | Ma. Angelie N. Cruz/ Learning and Development Section |
| | 4. Transmit the request to OUA for approval of the travel authority/office order | None | 3wd | Ma. Angelie N. Cruz/ Learning and Development Section |
| 2. Receive approved travel authority/office order | 5. Receive approved travel authority/office order | None | 1hr | Ma. Angelie N. Cruz/ Learning and Development Section |
| | 6. Transmit approved travel authority/office order to applicant | None | 1wd | Ma. Angelie N. Cruz/ Learning and Development Section |
| Total | | None | 14 days | |



15. Processing of Requests from Foreign Services Posts and Consular Offices for Authority to Implement GAD Activities

The GAD Secretariat reviews and processes requests from Foreign Service Posts (FSPs) and Consular Offices (COs) for authority to conduct GAD activities. The review is based on relevant guidelines of the Department and other oversight agencies on gender mainstreaming and utilization of agency GAD Budget.

| | | | | |
|---|--|------------------------|------------------------|---|
| Office or Division: | HRMO-PRMD | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2G | | | |
| Who may avail: | All personnel of the Department | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| FSP's/CO's GAD Plan and Budget | | | | |
| GAD PCW-NEDA- DBM Circular on Planning and Budgeting | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Send request for authority to conduct GAD activities | 1. Receive request for authority to conduct GAD activity from FSP/CO | None | 1wd | Claudine Joanne D. Dizon/ GAD Secretariat |
| | 2. Review request for authority | None | 1wd | Atty. Eunika Lesli Leyva-Tiongco/ GAD Secretariat |
| 2. Receive authority to conduct GAD activity/respo | 3. Send fax reply to FSP/CO | None | 2wd | Claudine Joanne D. |



| | | | | |
|----------------|--|---|--------|------------------------|
| nse to request | | | | Dizon/ GAD Secretariat |
| Total | | 0 | 4 days | |

16. Printing of Personnel Information Sheet/Service Record

The Records Management Section process requests for printing of Personnel Information Sheet (PIS) and Service Record of personnel. This is in line with its mandate to handle matters pertaining to the retention, management and storage of paper and electronic records of the personnel of the Department.

| | | | | |
|---|---|------------------------|------------------------|--|
| Office or Division: | HRMO-PRMD | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C | | | |
| Who may avail: | All personnel of the Department | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Subpoena containing list of documents requested | | | | |
| CTC of requested documents | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request PIS/Service Record through email/fax/memo/ phone call or in person | 1. Receive request for printed PIS/Service Record | None | 5m | Christopher T. Antonio/ Sheila Amor. B. Bergonio/ Records Management Section |



| | | | | |
|---|--|------|--------|--|
| | 2. Prepare cover memo/fax and/or print requested PIS | None | 1wd | Nancy S.J. San Juan/ Records Management Section |
| 2. Receive requested PIS/Service Record | 3. Transmit PIS/Service Record with cover memo/fax or give PIS/Service Record to walk-in clients | None | 1hr | Christopher T. Antonio/ Sheila Amor. B. Bergonio/ Records Management Section |
| Total | | 0 | 2 days | |

17. Processing of Appeals on IPCRF Ratings

The Performance Management Section (PMS) is in charge of regularly monitoring, updating, reviewing, encoding and filing the Individual Performance Commitment and Review Form (IPCRF) of the Department's personnel. It also processes appeals by personnel on their IPCRF ratings

| | | | | |
|---|---------------------------------|------------------------|------------------------|---------------------------|
| Office or Division: | HRMO-PRMD | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C | | | |
| Who may avail: | All personnel of the Department | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Subpoena containing list of documents requested | | | | |
| CTC of requested documents | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|---|--|------|---------|---|
| 1. Submit appeal on IPCRF ratings | 1. Receive appeal on IPCRF ratings Management Team. | None | 1wd | Vanessa K. De Castro/Performance Management Section |
| | 2. Send memo requesting comments of the rater regarding the appeal | None | 1wd | Vanessa K. De Castro/Performance Management Section |
| | 3. Receive and evaluate comments and recommend intervention (dialogue between the ratee and the rater, coaching, etc.) | None | 3wd | Vanessa K. De Castro/Performance Management Section |
| 2. Implement intervention | 4. Receive report on outcome of intervention and evaluate. | None | 7wd | |
| 3. Send report on outcome of intervention | 5. If issue is resolved, prepare communication acknowledging efforts. If issue remains unresolved, prepare and send memo elevating the matter to the Performance Management Team | None | 3wd | Vanessa K. De Castro/Performance Management Section |
| Total | | 0 | 15 days | |



Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM

| | |
|---------------------------------------|--|
| How to send feedback? | Feedback can be sent via email to hrmo@dfa.gov.ph |
| How feedbacks are processed? | HRMO's front desk also has client feedback forms for those who want to send in their comments. Feedback forms are tallied at the end of every month. |
| How to file a complaint? | Letter feedback such as letters / messages of appreciation are shown to the Head of Office to peruse and then referred to the person being complimented. Complaints can be sent via email to hrmo@dfa.gov.ph |
| How complaints are processed? | Complaints are read by the Head of Office and analyzed to see if there are process improvements that can be done to avoid similar future issues. Should an employee be the subject of a complaint they are subjected to the same disciplinary standards of the DFA. |
| Contact information of HRMO | Tel. No.: 8832 3264 Email: hrmo@dfa.gov.ph |
| Contact Information of ARTA, PCC, CCB | ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS) |

| Office | Address | Contact Information |
|-----------------------------------|---|--|
| Human Resources Management Office | 3 rd Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Tel. No.: 8832 3264 Email: hrmo@dfa.gov.ph |



Office of Financial Management Services

EXTERNAL SERVICES



1. Payment Process Disbursement Voucher after Obligation and Request Status – Contract based – Public Bidding and Other Modes of Procurement – Fixed

The types of expenses included under this service pertain to payments for procurements made in the Home Office that are fixed and contract-based. These expenses are the following:

- a. Plane Fare;
- b. Lease of Venue;
- c. Catering Services;
- d. Highly Technical Consultants;
- e. Performers;
- f. Purchase of Supplies and Materials (through Shopping);
- g. Purchase of Supplies and Materials (through Exclusive Distributor);
- h. Purchase of Supplies and Materials (through Public Bidding);
- i. Payment of Repairs and Maintenance (through Shopping);
- j. Payment of Repairs and Maintenance (through Exclusive Distributor);
- k. Payment of Repairs and Maintenance (through Public Bidding);
- l. Payment for Rental of Equipment;
- m. Payment of Publication Expenses;
- n. Subscription to Magazines and Newspapers;
- o. Payment of Direct Contracting Transactions;
- p. Payment of Small Value Procurement Transactions; and
- q. Payment for elevator.

| | |
|-----------------------------|--|
| Office or Division: | OFMS – Financial Resources and Management Division |
| Classification: | Highly Technical |
| Type of Transaction: | G2C, G2G |
| Who may avail: | End-users within the Home Office |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Obligation and Request Status (1 original) | OFMS – Budget Division |
| Provisional Receipt (1 original) | Service/Product Provider |
| Statement of Account or other equivalent document such as Billing Statement, Invoice, etc. | Service/Product Provider |
| Certification (1 original) | |
| PPMP and Approved Supplemental PPMP, (if applicable) (1 photocopy) | End-user's Administrative Officer |
| Certificate of Availability of Funds (CAF) (1 original) or CTC for one CAF and multiple projects | OFMS – Budget Division draft for signature of the Acting Department Chief Accountant of Home Office Accounting, Accounting Division |



| | |
|--|---|
| PhilGEPS Posting (for P50,000.00 above not included) and Invitation to Bid (for public bidding or P1,000,000.00 and above) (1 photocopy) | BAC Secretariat |
| Notice of Award (1 original) | BAC Secretariat |
| Notice to Proceed (1 original) | BAC Secretariat |
| BAC Resolution (1 CTC) | BAC Secretariat |
| Abstract of quotations (1 copy) | End-user, OAMSS-PSSD |
| Price Verification (1 copy) | OFMS – FRMD |
| Memorandum from OAMSS (1 copy) | OAMSS-PSSD |
| Terms of Reference/Technical Specifications (1 copy) | End-user |
| Duly Notarized Contract/Agreement (including Annexes) (1 original) or Purchase Order/Job Order (1 original) | End-user |
| Delivery Receipt (1 original) | End-user |
| Inspection and Acceptance Report (1 copy) | Property Officer, End User Office, OAMSS-PSSD, OFMS-FRMD Technical Property Inspector |
| Certificate of Acceptance (1 copy) | End-user |
| Inventory Custodian Slip (1 copy) | End-user |
| Requisition and Issue slip (for semi-expendable items) (1 copy) | End-user |
| Property Acknowledgement Receipt (for Capital Outlay) (1 copy) | End-user, OAMSS-PSSD |
| Certificate of warranty (for equipment) (1 copy) Guarantee Security Deposit Payable | Service/Product Provider |
| <i>*There could still be additional requirements unique to a particular transaction which may not have been anticipated. In such case, a separate request for additional documentary requirement/s will be made.</i> | |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME ¹ | PERSON RESPONSIBLE |
|--|---|-----------------|------------------------------|--|
| 1. Submits complete documentary requirements through the end-user to OFMS-FRMD | 1.1. Audit Examiner (AE) checks the completeness of the supporting documents including its contracts and validity of permits, etc. Or FRMD Reception receives the | N/A | 15-30 minutes | Audit Examiner Financial Evaluation and Control Section (FECS) or Records Clerk FECS-FRMD |

¹ Processing Time depends on volume and complexity of transaction.



submission from
end-user if the audit
examiner is not
present

1.2. Examiner
evaluates the
legality of claims,
accuracy of
computation or
computes the
amount to be paid
prepare the
corresponding
schedule of
computation and
contents of the
requirements

30 minutes-2
days

Audit Examiner
FECS

1.3. Examiner
submits the pre-
audited transaction
to the reviewer

5-10 minutes

Audit Examiner
FECS

1.4. Reviewer
verifies the
computation and
checks the attached
documentary
requirements

15 minutes-2
days

Audit Reviewer
FECS

1.5. Reviewer
submits the pre-
audited transaction
to Disbursing Unit

5 minutes

Audit Reviewer
FECS

1.6. Disbursing Unit
Assistant prepares
the Disbursement
Voucher (DV) and
the DV System
automatically
assigns DV Number
and DV Date and
barcode for i-track
monitoring

15 minutes-1
day

Assistant
Disbursing Unit –
FRMD



1.7. Disbursing Unit Assistant submits the DV and attachments to the examiner for review and indexing

5 minutes

Assistant Disbursing Unit – FRMD

1.8. Examiner checks and forwards the DV and attachments to the reviewer for his/her initials which is then forwarded to the FRMD- Director

5-10 minutes

Audit Examiner FECS

Audit Reviewer FRMD

1.9. FRMD-Director signs the DV

10-30 minutes

FRMD Director

1.10. Incoming/ Outgoing communication logs the DV in the logbook and scans the barcode (itrack monitoring) for the Head of Office of the End User.

10 minutes

Records Clerk FECS-FRMD

Total for Financial Evaluation and Control Section and Disbursing Unit

2 hours-7 days

End User Office signs the Box A of the Disbursement Voucher

30 minutes-3 days (paused-clock)

Home Office Accounting

Deposit of Payment – LDDAP ADA

1.11. Receives DV, ORS, and supporting documents

5-15 minutes

Cash Unit



| | | |
|---|-------------------|-----------|
| 1.12. Checks completeness of signatories on DV and ORS | 15-45 minutes | Cash Unit |
| 1.13. Groom the arrangement of documents | 75-240 minutes | Cash Unit |
| 1.14. Segregate for recording, printing, and review for issuance of LDDAP-ADA per signatories | 25-45 minutes | Cash Unit |
| 1.15. Encode or Record in the Logbook (electronic receiving copies) | 60-165 minutes | |
| 1.16. Prepare, print and review the LDDAP-ADA | 45-90 minutes | |
| 1.17. Submit to authorized signatories LDDAP-ADA | 120 minutes-1 day | |
| 1.18. Upon receipt of ADA, sort, assign and stamp control data and number. Prepare and Review SLIAE | 45-180 minutes | |
| 1.19. Route the SLIAE for signature Department Chief Accountant and OFMS-ASEC | 30 minutes-1 hour | |
| 1.20. Submit the SLIAE and LDDAP-ADA to the Government Servicing Bank | 30 minutes-1 hour | |



1.21. Retrieves from the file to update the CkADARec

30 minutes-1 hour

2. End-user's Service/Product provider monitor the receipt of payment

Service/Product Provider

3. End-user's Service/Product provider issues official receipt

Service/Product Provider

TOTAL: None 20 days

2. Payment Process Disbursement Voucher after Obligation and Request Status – Contract based – Public Bidding and Other Modes of Procurement – Part of Lump Sum

The types of expenses included under this service pertain to payments for procurements made in the Home Office that are contract-based but only part of a lump sum. These expenses are the following:

- r. Encoders Outsourced Services;
- s. Freight and Courier Charges;
- t. Payment to Recognized Government Printers (E-Passport);
- u. Payment to Recognized Government Printers (Authentication Certificates);
- v. Payment to Recognized Government Printers (Personalization and Maintenance);
- w. Payment for Rental of Transportation;
- x. Payment for Rental of Photocopying Equipment; and
- y. Terminal Leave Benefits (Trust Deposit).

| | |
|-----------------------------|--|
| Office or Division: | OFMS – Financial Resources and Management Division |
| Classification: | Highly Technical (Multi-Stage) |
| Type of Transaction: | G2C, G2G |
| Who may avail: | End-users within the Home Office |

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

| | |
|---|--------------------------|
| Obligation and Request Status (1 st Payment 1 Original, subsequent payment 1 CTC) | OFMS – Budget Division |
| Provisional Receipt (1 original) | Service/Product Provider |



| | |
|---|-----------------------------------|
| Statement of Account other equivalent document such as Billing Statement, Invoice, etc. (1 original) | Service/Product Provider |
| Certification (1 original) | Head of Office |
| PPMP and Approved Supplemental APP, if applicable (1 photocopy) | End-user's Administrative Officer |
| Purchase Request 1 st Payment Original subsequent payment CTC | End-user's Administrative Officer |
| Certificate of Availability of Funds (1 st Payment 1 Original, subsequent payment 1 CTC) | OFMS – Budget Division |
| PhilGEPS Posting (for P50,000.00 above not included) for Invitation to Bid (for public bidding or P1,000,000.00 and above) (1 photocopy) | BAC Secretariat |
| Notice of Award (1 original) | BAC Secretariat |
| Notice to Proceed (1 original) | BAC Secretariat |
| BAC Resolution (1 photocopy) | BAC Secretariat |
| Abstract of quotations (1 copy) not applicable for public bidding | End-user |
| Price Verification (1 st Payment 1 Original, subsequent payment 1 CTC not applicable for public bidding) | OFMS - FRMD |
| Memorandum from OAMSS (1 st Payment 1 Original, subsequent payment 1 CTC) | OAMSS |
| Terms of Reference/Technical Specifications (1 copy) | End-user |
| Duly Notarized Contract/Agreement (including Annexes) (1 CTC) or Purchase Order/Job Order (1 original) | End-user |
| Certificate of warranty (for equipment) (1 copy) if applicable | Service/Product Provider |
| Additional Requirements for Delivery of Goods | |
| Delivery Receipt (1 original) | End-user |
| Inspection and Acceptance Report (1 original) | End-user |
| Certificate of Acceptance (1 copy) | End-user |
| Additional Requirements for Outsourced Services | |
| Daily Time Record, if applicable (1 original) | Service/Product Provider |
| Billing register | Service/Product Provider |
| Pay slips, if applicable (1 copy) | Service/Product Provider |
| Wage Increase Order | Service/Product Provider |



**There could still be additional requirements unique to a particular transaction which may not have been anticipated. In such case, a separate request for additional documentary requirement/s will be made. Processing Time per Document. The Processing Time depends on the volume and complexity of transaction.*

It is important for the service provider to monitor the utilization of the contract price and ensure that all billings for the contract period must be within the Approved Budget Contract.

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME ² | PERSON RESPONSIBLE |
|---|---|-----------------|---|---|
| 1. Submits complete documentary requirements to OFMS-FRMD | 1.1. Checks the completeness of the supporting documents including its contracts and validity of permits, etc. Or FRMD Reception receives the submission from end-user if the audit examiner is not present | N/A | 60 minutes-half day Or 15 minutes | <i>Audit Examiner</i> Financial Evaluation and Control Section (FECS) or <i>Records Clerk</i> FECS-FRMD |
| | 1.2. Examiner evaluates the legality of claims, accuracy of computation or computes the amount to be paid prepare the corresponding schedule of computation and contents of the requirements | | Half day-5 days | <i>Audit Examiner</i> FECS |
| | 1.3. Examiner submits the pre-audited transaction to the reviewer | | 5 minutes | <i>Audit Examiner</i> FECS |
| | 1.4. Reviewer verifies the computation and checks the attached | | 1 hour-1 day | <i>Audit Reviewer</i> FECS |

² Processing Time depends on volume and complexity of transaction.



documentary
requirements

1.5. Reviewer submits
the pre-audited
transaction to
Disbursing Unit

5 minutes

*Audit Reviewer
FECS*

1.6. Disbursing Unit
Assistant prepares the
Disbursement Voucher
(DV) and the DV
System automatically
assigns DV Number
and DV Date and
barcode for i-track
monitoring

30 minutes-1
day

*Assistant
Disbursing Unit –
FRMD*

1.7. Disbursing Unit
Assistant submits the
DV and attachments to
the examiner for
review and indexing

10 minutes

*Assistant
Disbursing Unit –
FRMD*

1.8. Examiner checks
and forwards the DV
and attachments to the
reviewer for his/her
initials which is then
forwarded to the
FRMD- Director

10-15 minutes

*Audit Examiner
FECS*

*Audit Reviewer
FRMD*

1.9. FRMD-Director
signs the DV

30 minutes-1
hour

FRMD Director

1.10. Incoming/
Outgoing
communication logs
the DV in the logbook
and scans the barcode
(itrack monitoring) for
the Head of Office of
the End User.

15 minutes

*Records Clerk
FECS-FRMD*

**Total for Financial
Evaluation and
Control Section and
Disbursing Unit**

1-7 days



**End User Office
signs the Box A of
the Disbursement
Voucher**

**30 minutes-3
days
(paused-clock)**

**Budget Division for Posting of Balances
Home Office Accounting**

LDDAP ADA

| | | |
|--|-------------------|-----------|
| 1.11. Receives DV, ORS, and supporting documents | 5-15 minutes | Cash Unit |
| 1.12. Checks completeness of signatories on DV and ORS | 15-45 minutes | Cash Unit |
| 1.13. Groom the arrangement of documents | 75-240 minutes | Cash Unit |
| 1.14. Segregate for recording, printing and review for issuance of LDDAP-ADA per signatories | 25-45 minutes | Cash Unit |
| 1.15. Encode or Record in the Logbook (electronic receiving copies) | 60-165 minutes | Cash Unit |
| 1.16. Prepare, print and review the LDDAP-ADA | 45-90 minutes | Cash Unit |
| 1.17. Submit to authorized signatories LDDAP-ADA | 120 minutes-1 day | Cash Unit |
| 1.18. Upon receipt of ADA, sort, assign and stamp control data and number. Prepare and Review SLIIAE | 45-180 minutes | Cash Unit |



| | | |
|--|----------------------|-----------|
| 1.19. Route the SLIAE for signature Department Chief Accountant and OFMS-ASEC | 30 minutes-1 hour | Cash Unit |
| 1.20. Submit the SLIAE and LDDAP- ADA to the Government Servicing Bank | 30 minutes-1 hour | Cash Unit |
| 1.21. Retrieves from the file to update the CkADARec | 30 minutes-1 hour | Cash Unit |
| Total for Cash Unit Issuance of Check | 1-3 days | |
| 1.11. Receives DV, ORS, and supporting documents | 5-15 minutes | Cash Unit |
| 1.12. Checks completeness of signatories on DV and ORS | 15-30 minutes | Cash Unit |
| 1.13. Groom the arrangements of documents | 75-170 minutes | Cash Unit |
| 1.14. Segregate for encoding issuance of checks per signatories | 40 minutes | Cash Unit |
| 1.15. Assign blank check and record or post to Check and ADA Disbursements Record and to Check Registry | 50 minutes | Cash Unit |
| 1.16. Print and review the check | 60 minutes | Cash Unit |
| 1.17. Submit to authorized signatories check for signature | 120 minutes-1 day | Cash Unit |



| | | | |
|--|---|-----------------|---------------------------------|
| | 1.18. Upon receipt of duly signed check, prepare and review ACIC | 85 minutes | Cash Unit |
| | 1.19. Head of Cash Unit signs and FRMD-Director approves the ACIC | 30 minutes | Head Cash Unit FRMD Director |
| | 1.20. Submit the Disc to the Government Servicing Bank | 1 day | Cash Unit |
| | Total Cash Unit | 2-3 days | |
| 2. End-user's Service/Product obtain the check to Cash Unit and signs in the Check Registry and Disbursement Voucher and leave copy of identification card | | | Service/Product Provider |
| 3. End-user's Service/Product provider issues official receipt | | | Service/Product Provider |
| TOTAL: | | None | 40 days |

3. Payment Process Disbursement Voucher before Obligation and Request Status – based on actual expenses

The types of expenses included under this service pertain to payments for procurements made in the Home Office that are based on actual expenses. These expenses are the following:

- z. Shipment from Manila to Foreign Service Post (FSP);
- aa. Shipment from Manila to Regional Consular Office (RCO);
- bb. Payment of Healthcare Premium;
- cc. Payment to cooperative;



- dd. Highly Technical Consultants;
- ee. Creditors for Water, Electricity, Telephone, and Internet Expenses; - Payment via Check
- ff. Purchase of Supplies and Materials (through DBM-Procurement Service); Payment via Check
- gg. Payment of Agency-to-Agency transactions; and
- hh. ATN Expenses.- Payment via Check for Financial Assistance directly to OFW or Next of Kin

| | |
|-----------------------------|--|
| Office or Division: | OFMS – Financial Resources and Management Division |
| Classification: | Highly Technical |
| Type of Transaction: | G2C, G2G |
| Who may avail: | End-users within the Home Office |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|-----------------------------------|
| Provisional Receipt or other equivalent document such as Billing Statement, Invoice, etc. (1 original) | Service/Product Provider |
| Statement of Account Certification (1 original) | Service/Product Provider |
| PPMP and Approved Supplemental APP, if applicable (1 photocopy) | End-user's Administrative Officer |
| Certificate of Availability of Funds (1 original) | OFMS – Budget Division |
| PhilGEPS Posting (for P50,000.00 above not included) for Invitation to Bid (for public bidding or P1,000,000.00 and above) (1 photocopy) | BAC Secretariat |
| Notice of Award (1 original) | BAC Secretariat |
| Notice to Proceed (1 original) | BAC Secretariat |
| BAC Resolution (1 CTC) | BAC Secretariat |
| Abstract of quotations (1 copy) | End-user |
| Price Verification (1 copy) | OFMS - FRMD |
| Memorandum from OAMSS (1 copy) | OAMSS |
| Terms of Reference/Technical Specifications (1 copy) | End-user |
| Duly Notarized Contract/Agreement (including Annexes) (1 CTC) or Purchase Order/Job Order (1 original) | End-user |
| Delivery Receipt (1 original) | End-user |
| Sales Invoice/Statement of Account (1 original) | Service/Product Provider |
| Inspection and Acceptance Report (1 original) | End-user |
| Certificate of Acceptance (1 copy) | End-user |



| | |
|---|--------------------------|
| Inventory Custodian Slip (1 copy) | End-user |
| Requisition and Issue slip (for semi-expendable items) (1 copy) | End-user |
| Property Acknowledgement Receipt (for Capital Outlay) (1 copy) | End-user |
| Certificate of warranty (for equipment) (1 copy) | Service/Product Provider |

**There could still be additional requirements unique to a particular transaction which may not have been anticipated. In such case, a separate request for additional documentary requirement/s will be made.*

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME ³ | PERSON RESPONSIBLE |
|---|--|-----------------|------------------------------|---|
| 1. Submits complete documentary requirements through the end user office to OFMS-FRMD | 1.1 Audit Examiner (AE) checks the completeness of the supporting documents including its contracts and validity of permits, etc. Or FRMD Reception receives the submission from end-user if the audit examiner is not present | N/A | 15-30 minutes | <i>Audit Examiner</i> Financial Evaluation and Control Section (FECS) or <i>Records Clerk</i> FECS-FRMD |
| | 1.2 Examiner evaluates the legality of claims, accuracy of computation or computes the amount to be paid prepare the corresponding schedule of computation and contents of the requirements | | 30 minutes-2 days | <i>Audit Examiner</i> FECS |
| | 1.3. Examiner submits the pre- | | 5-10 minutes | <i>Audit Examiner</i> FECS |

³ Processing Time depends on volume and complexity of transaction.



audited transaction
to the reviewer

1.4. Reviewer
verifies the
computation and
checks the attached
documentary
requirements

15 minutes-2
days

Audit Reviewer
FECS

1.5. Reviewer
submits the pre-
audited transaction
to Disbursing Unit

5 minutes

Audit Reviewer
FECS

1.6. Disbursing Unit
Assistant prepares
the Disbursement
Voucher (DV) and
the DV System
automatically
assigns DV Number
and DV Date and
barcode for i-track
monitoring

15 minutes-1
day

Assistant
Disbursing Unit –
FRMD

1.7. Disbursing Unit
Assistant submits
the DV and
attachments to the
examiner for review
and indexing

5 minutes

Assistant
Disbursing Unit –
FRMD

1.8. Examiner
checks and forwards
the DV and
attachments to the
reviewer for his/her
initials which is then
forwarded to the
FRMD- Director

5-10 minutes

Audit Examiner
FECS

Audit Reviewer
FRMD

1.9. FRMD-Director
signs the DV

10-30 minutes

FRMD Director

1.10. Incoming/
Outgoing
communication logs

10 minutes

Records Clerk
FECS-FRMD



the DV in the logbook and scans the barcode (itrack monitoring) for the Head of Office of the End User.

Total for Financial Evaluation and Control Section and Disbursing Unit

2 hours-7 days

**Issuance of ORS Budget Division
End User Box A
Home Office Accounting**

Issuance of Check

| | | |
|---|-------------------|-----------|
| 1.11. Receives DV, ORS, and supporting documents | 5-15 minutes | Cash Unit |
| 1.12. Checks completeness of signatories on DV and ORS | 15-30 minutes | Cash Unit |
| 1.13. Groom the arrangements of documents | 75-170 minutes | Cash Unit |
| 1.14. Segregate for encoding issuance of checks per signatories | 40 minutes | Cash Unit |
| 1.15. Assign blank check and record or post to Check and ADA Disbursements Record and to Check Registry | 50 minutes | Cash Unit |
| 1.16. Print and review the check | 60 minutes | Cash Unit |
| 1.17. Submit to authorized | 120 minutes-1 day | Cash Unit |



| | | | |
|--|---|-----------------|---------------------------------|
| | signatories check for signature | | |
| | 1.18. Upon receipt of duly signed check, prepare and review ACIC | 85 minutes | Cash Unit |
| | 1.19. Head of Cash Unit signs and FRMD-Director approves the ACIC | 30 minutes | Head Cash Unit FRMD Director |
| | 1.20. Submit the Disc to the Government Servicing Bank | 1 day | Cash Unit |
| | Total Cash Unit | 2-3 days | |
| 2. End-user's Service/Product provider monitors receipt of payment | | | Service/Product Provider |
| 3. End-user's Service/Product provider issues official receipt | | | Service/Product Provider |
| | TOTAL: | None | 20 days |



FEEDBACK AND COMPLAINTS MECHANISM

| | |
|---------------------------------------|--|
| How to send feedback? | Accomplish Client Feedback Form, then drop it at the designated drop box placed in the reception area of the OFMS Division. Contact Info.: 834-4700 to 01 Email Add.: ofms@dfa.gov.ph |
| How feedback is processed? | Feedback will be forwarded to the Division Director concerned and shall relay it to the members of the team, if needed. |
| How to file a complaint? | Complaint may be stated in the Client Feedback Form. |
| How complaints are processed? | Feedback will be forwarded to the Division Director concerned and shall relay it to the members of the team, if needed. |
| Contact Information of ARTA, PCC, CCB | ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS) |

List of Offices

| Office | Address | Contact Information |
|---|--|--|
| Office of Financial Management Services | 4 th Floor, 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Contact Info.: 834-4700 to 01 Email Add.: ofms@dfa.gov.ph |



Office of the Undersecretary for Migrant Workers' Affairs

EXTERNAL SERVICES



1. Whereabouts / Ascertaining Condition

| | |
|--|---|
| Office or Division: | OUMWA-Assistance-to-National Division |
| Classification: | Highly Technical |
| Type of Transaction: | G2C, G2G, G2B |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| <ul style="list-style-type: none"> • Filled-out ATN Form or referral; - The person requesting must be a family member of the OF or authorized representative; - Contact details of the NOK in the Philippines (address, mobile/telephone number, email address); - Contact details/Information of the NOK in the host country (name, address, mobile/telephone number, email address); - Contact details of the OF (last known address, mobile/telephone number, email address); - Contact details/Information of the company, if any (company name, address, mobile/telephone number, email address); | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) or, other government agencies. |
| <ul style="list-style-type: none"> • Birth Certificate of the OF; • Other relevant documents. | <ul style="list-style-type: none"> • PSA (NSO) |
| | |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|--------------------------------------|--------------------|
| 1. OUMWA receives ATN request from walk-in clients | <p>1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet.</p> <p>1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | None | 20 Minutes | Receptionist |
| 2. Interview | 2.1. The case officer shall provide general assessment | None | 10-30 minutes, or more, depending on | Case Officer |



| | | | | |
|--|--|--|-------------------------------|--|
| | <p>of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish</p> | | <p>the nature of the case</p> | |
|--|--|--|-------------------------------|--|



| | | | | |
|---------------------------------|--|------|---|--|
| | <p>the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact details to the client.</p> | | | |
| 3. Case transmittal | <p>3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.</p> | None | Communications shall be drafted within three working days | <p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p> |
| 4. Providing updates to clients | <p>4.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case.</p> | None | NOK shall be informed within three working days | Case Officer |
| 5. Continuous Monitoring | <p>5.1. The case officer shall continuously monitor the</p> | None | Continuous monitoring until | Case Officer |



| | | | | |
|--|--|--|--------------------|--|
| | case and shall do necessary action, as needed. | | the case is closed | |
|--|--|--|--------------------|--|

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

2. Family Financial Support

| Office or Division: | OUMWA-Assistance-to-National Division | | |
|---|---|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C, G2G, G2B | | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ The person requesting must be a family member of the OF or authorized representative; ○ Contact details of the NOK in the Philippines (address, mobile/telephone number, email address); ○ Contact details/Information of the NOK in the host country (name, address, mobile/telephone number, email address); ○ Work/Company of the OF; ○ Contact details of the company (address, mobile/telephone number, email address) | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) | |



| <ul style="list-style-type: none"> Other relevant documents. | | | | |
|---|--|-----------------|--------------------------------------|--------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. 1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer. | None | 20 Minutes | Receptionist |
| 2. Interview | 2.1. The case officer shall provide | None | 10-30 minutes, or more, depending on | Case Officer |



| | | | | |
|--|--|--|------------------------|--|
| | <p>general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall</p> | | the nature of the case | |
|--|--|--|------------------------|--|



| | | | | |
|---------------------------------|--|------|---|---|
| | ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box. 2.6. The case officer shall provide his contact details to the client. | | | |
| 3. Case transmittal | 3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies. | None | Communications shall be drafted within three working days | Case Officer Supervisors Communications Officer |
| 4. Providing updates to clients | 4.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case. | None | NOK shall be informed within three working days | Case Officer |



| | | | | |
|--------------------------|---|------|--|--------------|
| 5. Continuous Monitoring | 5.1. The case officer shall continuously monitor the case and shall do necessary action, as needed. | None | Continuous monitoring until the case is closed | Case Officer |
|--------------------------|---|------|--|--------------|

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

3. Repatriation

| Office or Division: | OUMWA-Assistance-to-National Division | | |
|--|---|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C, G2G, G2B | | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ The person requesting must be a family member of the OF or authorized representative; ○ Contact details of the OF (last known address, mobile/telephone number, email address); ○ Contact details of the NOK in the Philippines (address, mobile/telephone number, email address); | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) | |



| <ul style="list-style-type: none"> ● Filled-out ATN Form: <ul style="list-style-type: none"> ○ The person requesting must be a family member of the OF or authorized representative; ○ Contact details of the OF (last known address, mobile/telephone number, email address); ○ Contact details of the NOK in the Philippines (address, mobile/telephone number, email address); | | <ul style="list-style-type: none"> ● OUMWA Reception Counter (DFA, 3rd floor) | | |
|--|--|---|-----------------|--------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. 1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form. | None | 20 Minutes | Receptionist |



| | | | | |
|--------------|---|------|---|--------------|
| | 1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer. | | | |
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |



| | | | | |
|---------------------|--|------|--|--|
| | <p>the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact details to the client.</p> | | | |
| 3. Case transmittal | <p>3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.</p> <p>3.2. If documented, the case</p> | None | <p>For urgent cases, communications shall be drafted within the day</p> <p>For non-urgent cases, communications shall be drafted within three working days</p> | <p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p> |



| | | | | |
|----------------------------------|---|------|--|---|
| | officer shall endorse the case and coordinate with the local manning agency. | | | |
| 4. Providing updates to clients | 4.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case. | None | <p>For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update</p> <p>For non-urgent cases, NOK or other interested parties shall be informed within three working days</p> | Case Officer |
| 5. ATN Funding | <p>5.1. In some cases, FSP will request ATN funding to cover the cost of the repatriation of the OF.</p> <p>5.2. The case officer shall process its approval.</p> | None | <p>For urgent cases, case officer shall start processing the funding within the day</p> <p>For non-urgent cases, case officer shall start processing the funding within three days</p> | <p>Case Officer</p> <p>Supervisors</p> <p>UMWA</p> <p>Budget Division</p> <p>Finance Officer</p> <p>Approving Authority</p> |
| 6. Receipt of the flight details | 6.1. Upon receipt of the flight details of the | None | Immediate upon receipt of the arrival date | Case Officer |



| | | | | | |
|-----------------------|------|--|------|---|--|
| | 6.2. | arrival of the OF, the case officer shall endorse it to OWWA-RAD, and in some cases to DSWD, for appropriate airport assistance. The case officer shall also inform the NOK and other concerned agencies on the arrival details of the OF. | | | |
| 7. Arrival of the OF | 7.1. | On some instances, the case officers may also extend airport assistance on the arrival of the OF. | None | Immediate before the arrival time of the repatriate | Case Officer Supervisor |
| 8. Connecting flights | 8.1. | On some meritorious cases, OUMWA extends assistance for the purchase of airfare ticket for the repatriate's provincial connecting flight. | None | Immediate upon arrival of the repatriate | Case Officer Travel Coordinator Officer |
| | 8.2. | The case officer shall | | | |



| | | | | | |
|--------------------------------------|------|--|------|--|--|
| | | coordinate with the accredited travel agency for the issuance of the flight ticket. | | | |
| 9. Provision of Financial Assistance | 9.1. | In some meritorious cases, OUMWA shall provide financial assistance to the repatriate upon arrival in the Philippines. | None | Within two (2) weeks after the arrival of the repatriate | Case Officer Finance Officer Supervisors |
| | 9.2. | The case officer shall process the release of the financial assistance and hand-over it to the repatriate. | | | |

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

4. Medical Repatriation

| | |
|-----------------------------|---------------------------------------|
| Office or Division: | OUMWA-Assistance-to-National Division |
| Classification: | Highly Technical |
| Type of Transaction: | G2C, G2G, G2B |



| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | | | |
|--|---|---|-----------------|--------------------|--|
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | | |
| <ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ Relationship with the OF of the person requesting assistance; ○ Contact details of the NOK; ○ Information of the OF, such as: Contact details, Medical condition, Work abroad (Employer, Principal Agency), Local Agency, and Medical Abstract ○ Flight details of the repatriation | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) | | | |
| <ul style="list-style-type: none"> • Filled-out Unified Medical Repatriation Assistance Form (UMRAF) | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) | | | |
| <ul style="list-style-type: none"> • Other relevant documents. | | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. 1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client | None | 20 Minutes | Receptionist | |



| | | | | |
|--------------|---|------|---|--------------|
| | <p>1.3. Feedback Form. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | | | |
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |



| | | | | |
|---------------------|--|------|--|--------------------------|
| | <p>documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact details to the client.</p> | | | |
| 3. Case transmittal | 3.1. The case officer shall draft an official communication referring the | None | For urgent cases, communication shall be | Case Officer Supervisors |



| | | | | | |
|---------------------------------|------|--|------|--|---|
| | 3.2. | case to the respective Foreign Service Post and/or other concerned government agencies. If documented, the case officer shall endorse the case and coordinate with the local manning agency. | | <p>drafted within the day</p> <p>For non-urgent cases, communications shall be drafted within three working days</p> | Communications Officer |
| 4. Providing updates to clients | 4.1. | Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case. | None | <p>For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update</p> <p>For non-urgent cases, NOK or other interested parties shall be informed within three working days</p> | Case Officer |
| 5. ATN Funding | 5.1. | In some cases, FSP will request ATN funding to cover the cost of the medical | None | For urgent cases, case officer shall start processing the funding within the day | <p>Case Officer</p> <p>Supervisors</p> <p>UMWA</p> <p>Budget Division</p> |



| | | | | |
|-------------------------|--|------|---|--|
| | 5.2. repatriation of the OF. The case officer shall process its approval. | | For non-urgent cases, case officer shall start processing the funding within three days | Finance Officer Approving Authority |
| 6. Arrival Arrangements | 6.1. As necessary, the case officer shall endorse the case and coordinate with DOH, OWWA, and/or DSWD for the arrival of the OF. 6.2. The case officer shall also inform the NOK and other concerned agencies on the arrival details of the OF. | None | Immediate upon receipt of the flight details | Case Officer |
| 7. Arrival of the OF | 7.1. On some instances, the case officers may also extend airport assistance on the arrival of the OF. | None | Immediate before the arrival time of the repatriate | Case Officer Supervisor |
| 8. Connecting flights | 8.1. On some meritorious cases, OUMWA extends assistance for the purchase | None | Immediate upon arrival of the repatriate | Case Officer Travel Coordinator Officer |



| | | | | |
|--------------------------------------|--|------|--|--|
| | <p>of airfare ticket for the repatriate's provincial connecting flight.</p> <p>8.2. The case officer shall coordinate with the accredited travel agency for the issuance of the flight ticket.</p> <p>8.3. As necessary, OUMWA shall admit the OF in a hospital, in coordination with DOH.</p> | | | |
| 9. Provision of Financial Assistance | <p>9.1. In some meritorious cases, OUMWA shall provide financial assistance to the repatriate upon arrival in the Philippines.</p> <p>9.2. The case officer shall process the release of the financial assistance and hand-over it to the repatriate.</p> | None | Within two (2) weeks after the arrival of the repatriate | Case Officer Finance Officer Supervisors |



Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

2. Shipment of Remains / Cremains

| Office or Division: | OUMWA-Assistance-to-National Division | | | |
|--|---|---|-----------------|--------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C, G2G, G2B | | | |
| Who may avail: | <ul style="list-style-type: none"> Distressed overseas Filipinos Next-of-Kin of distressed overseas Filipinos or their authorized representative Former overseas Filipinos | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> Filled-out ATN Form: <ul style="list-style-type: none"> Relationship with the OF of the person requesting assistance; Contact details of the NOK; Information of the OF, such as: Contact details, Medical condition, Work abroad (Employer, Principal Agency), Local Agency, and Medical Abstract Flight details of the repatriation | | <ul style="list-style-type: none"> OUMWA Reception Counter (DFA, 3rd floor) | | |
| <ul style="list-style-type: none"> Filled-out Unified Medical Repatriation Assistance Form (UMRAF) | | <ul style="list-style-type: none"> OUMWA Reception Counter (DFA, 3rd floor) | | |
| <ul style="list-style-type: none"> Other relevant documents. | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request | 1.1. The walk-in client shall register his | None | 20 Minutes | Receptionist |



| | | | | |
|----------------------|--|------|---|--------------|
| from walk-in clients | <p>personal information in the ATN Walk-in-Client Monitoring Sheet.</p> <p>1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | | | |
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |



| | | | | |
|--|--|--|--|--|
| | <p>client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client</p> | | | |
|--|--|--|--|--|



| | | | | | |
|---------------------------------|--|--|------|---|---|
| | 2.6. | Feedback Box. The case officer shall provide his contact details to the client. | | | |
| 3. Case transmittal | 3.1. 3.2. | The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies. If documented, the case officer shall endorse the case and coordinate with the local manning agency. | None | For urgent cases, communications shall be drafted within the day For non-urgent cases, communications shall be drafted within three working days | Case Officer Supervisors Communications Officer |
| 4. Providing updates to clients | 4.1. | Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on | None | For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update For non-urgent cases, NOK or | Case Officer |



| | | | | |
|-------------------------|---|------|--|---|
| | the updates of the case. | | other interested parties shall be informed within three working days | |
| 5. ATN Funding | <p>5.1. In some cases, FSP will request ATN funding to cover the cost of the medical repatriation of the OF.</p> <p>5.2. The case officer shall process its approval.</p> | None | <p>For urgent cases, case officer shall start processing the funding within the day</p> <p>For non-urgent cases, case officer shall start processing the funding within three days</p> | <p>Case Officer</p> <p>Supervisors</p> <p>UMWA</p> <p>Budget Division</p> <p>Finance Officer</p> <p>Approving Authority</p> |
| 6. Arrival Arrangements | <p>6.1. As necessary, the case officer shall endorse the case and coordinate with DOH, OWWA, and/or DSWD for the arrival of the OF.</p> <p>6.2. The case officer shall also inform the NOK and other concerned agencies on the arrival details of the OF.</p> | None | Immediate upon receipt of the flight details | Case Officer |



| | | | | |
|--------------------------------------|---|------|--|--|
| 7. Arrival of the OF | 7.1. On some instances, the case officers may also extend airport assistance on the arrival of the OF. | None | Immediate before the arrival time of the repatriate | Case Officer Supervisor |
| 8. Connecting flights | 8.1. On some meritorious cases, OUMWA extends assistance for the purchase of airfare ticket for the repatriate's provincial connecting flight. 8.2. The case officer shall coordinate with the accredited travel agency for the issuance of the flight ticket. 8.3. As necessary, OUMWA shall admit the OF in a hospital, in coordination with DOH. | None | Immediate upon arrival of the repatriate | Case Officer Travel Coordinator Officer |
| 9. Provision of Financial Assistance | 9.1. In some meritorious cases, OUMWA shall provide financial | None | Within two (2) weeks after the arrival of the repatriate | Case Officer Finance Officer Supervisors |



| | | | | |
|--|---|--|--|--|
| | <p>assistance to the repatriate upon arrival in the Philippines.</p> <p>9.2. The case officer shall process the release of the financial assistance and hand-over it to the repatriate.</p> | | | |
|--|---|--|--|--|

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

6. Shipment of Personal Belongings

| Office or Division: | OUMWA-Assistance-to-National Division | | |
|---|---|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C, G2G, G2B | | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> • Filled-out ATN Form: ○ Contact person abroad and his/her contact details | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) | |
| <ul style="list-style-type: none"> • Authorization Letter (If requested by FSPs). | | | |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|--------------------------------------|--------------------|
| 1. OUMWA receives ATN request from walk-in clients | <p>1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet.</p> <p>1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | None | 20 Minutes | Receptionist |
| 2. Interview | 2.1. The case officer shall provide general assessment | None | 10-30 minutes, or more, depending on | Case Officer |



| | | | | |
|--|--|--|------------------------|--|
| | <p>of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish</p> | | the nature of the case | |
|--|--|--|------------------------|--|



| | | | | |
|---------------------------------|---|------|--|--|
| | <p>the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact details to the client.</p> | | | |
| 3. Case transmittal | <p>3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.</p> <p>3.2. If documented, the case officer shall endorse the case and coordinate with the local manning agency.</p> | None | <p>For urgent cases, communications shall be drafted within the day</p> <p>For non-urgent cases, communications shall be drafted within three working days</p> | <p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p> |
| 4. Providing updates to clients | <p>4.1. Upon receiving feedback from FSP and other concerned agencies, the</p> | None | <p>For urgent cases, case officer shall inform NOK or other interested parties immediately</p> | Case Officer |



| | | | | |
|-------------------------|---|------|--|---|
| | case officer shall contact and inform the client on the updates of the case. | | upon receipt of the update For non-urgent cases, NOK or other interested parties shall be informed within three working days | |
| 5. ATN Funding | <p>5.1. In some cases, FSP will request ATN funding to cover the cost of the medical repatriation of the OF.</p> <p>5.2. The case officer shall process its approval.</p> | None | <p>For urgent cases, case officer shall start processing the funding within the day</p> <p>For non-urgent cases, case officer shall start processing the funding within three days</p> | <p>Case Officer</p> <p>Supervisors</p> <p>UMWA</p> <p>Budget Division</p> <p>Finance Officer</p> <p>Approving Authority</p> |
| 6. Arrival Arrangements | 6.1. The case officer shall also inform the NOK and other concerned agencies on the arrival details of the shipment. | None | Within three days upon receipt of the flight details | Case Officer |

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

7. Employment Related Concerns



| | | | | | |
|---|--|------------------------|---|---------------------------|--|
| Office or Division: | OUMWA-Assistance-to-National Division | | | | |
| Classification: | Highly Technical | | | | |
| Type of Transaction: | G2C, G2G, G2B | | | | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ Contact details of the OFW; ○ Contact details of its employer, principal agency, and local agency • Employment contract | | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. 1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. | None | 20 Minutes | Receptionist | |



| | | | | |
|--------------|---|------|---|--------------|
| | <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | | | |
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |



| | | | | |
|---------------------|--|------|--|--|
| | <p>required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact details to the client.</p> | | | |
| 3. Case transmittal | <p>3.1. The case officer shall draft an official communication referring the case to the respective</p> | None | For urgent cases, communications shall be drafted within the day | <p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p> |



| | | | | |
|---------------------------------|--|------|---|--------------|
| | 3.2. Foreign Service Post and/or other concerned government agencies. If documented, the case officer shall endorse the case and coordinate with the local manning agency. | | For non-urgent cases, communications shall be drafted within three working days | |
| 4. Providing updates to clients | 4.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case. | None | For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update For non-urgent cases, NOK or other interested parties shall be informed within three working days | Case Officer |
| 5. Continuous Monitoring | 5.1 The case officer shall continuously monitor the case and shall do necessary action, as needed. | None | Continuous monitoring until the case is closed | Case Officer |



Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

8. Jail Visitation

| | | | | |
|--|---|---|------------------------|---------------------------|
| Office or Division: | OUMWA-Assistance-to-National Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C, G2G, G2B | | | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ Relationship of the person requesting with the Fildetainee; ○ Contact details of the NOK (address, mobile/telephone number, email address); and ○ Information of the Fildetainee | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. 1.2. For new clients, the receptionist | None | 20 Minutes | Receptionist |



| | | | | |
|--------------|---|------|---|--------------|
| | <p>shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | | | |
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |



| | | | | |
|---------------------|---|------|-------------------|--------------|
| | <p>request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact details to the client.</p> | | | |
| 3. Case transmittal | 3.1. The case officer shall | None | For urgent cases, | Case Officer |



| | | | | |
|---------------------------------|--|------|---|---|
| | draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies. | | communications shall be drafted within the day For non-urgent cases, communications shall be drafted within three working days | Supervisors Communications Officer |
| 4. Providing updates to clients | 4.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case. | None | For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update For non-urgent cases, NOK or other interested parties shall be informed within three working days | Case Officer |
| 5. Continuous Monitoring | 5.1 The case officer shall continuously monitor the case and shall do necessary action, as needed. | None | Continuous monitoring until the case is closed | Case Officer |

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.



9. Compassionate Visit of the Next-Of-Kin (NOK)

| | | | | |
|--|---|---|------------------------|---------------------------|
| Office or Division: | OUMWA-Assistance-to-National Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C, G2G, G2B | | | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ The person requesting must be a family member of the OF in distressed; and ○ The case of the OF is meritorious for a compassionate visit (i.e., OF has medical condition, death of the OF, OF is sentenced with life imprisonment or death, and among others) | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. | None | 20 Minutes | Receptionist |



| | | | | |
|--------------|--|------|---|--------------|
| | <p>1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | | | |
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |



| | | | | |
|--|---|--|--|--|
| | <p>and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact</p> | | | |
|--|---|--|--|--|



| | | | | |
|-------------------------|--|------|------------|--|
| | details to the client. | | | |
| 3. Passport endorsement | <p>3.1. The case officer shall draft an endorsement memo to OCA-Passport Division to accommodate the NOK in the Passport Courtesy Lane.</p> <p>3.2. The case officer shall give the endorsement memo to the client and instruct the client to proceed to DFA-Aseana.</p> | None | 30 minutes | <p>Case Officer</p> <p>Supervisors</p> <p>Administrative Officer</p> |

With Visa Referral:

| | | | | |
|--|---|------|------------|--------------|
| 1. OUMWA receives ATN request from walk-in clients | <p>1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet.</p> <p>1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip</p> | None | 20 Minutes | Receptionist |
|--|---|------|------------|--------------|



| | | | | | |
|--------------|------|--|------|---|--------------|
| | | and a Client Feedback Form. | | | |
| | 1.4. | Upon completion of the Forms, the receptionist shall refer the client to the respective case officer. | | | |
| 2. Interview | 2.1. | The case officer shall provide general assessment of the particular case. | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |
| | 2.2. | The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request. | | | |
| | 2.3. | The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance. | | | |
| | 2.4. | In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties. | | | |
| | 2.5. | The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box. | | | |



| | | | | | |
|---------------------|------|--|------|--|--|
| | 2.6. | The case officer shall provide his contact details to the client. | | | |
| 3. Visa endorsement | 3.1. | <p>Visa referral depends upon the country of destination. Case officers may:</p> <ul style="list-style-type: none"> Issue a Certification stating the case of the OF and the reason for the compassionate visit; Send a letter to the respective foreign Embassy requesting consideration for the approval of the Visa application; and/or Endorse the case to the DFA Geographic Office requesting to make representation with the foreign Embassy for the approval of the Visa. | None | <p>30 minutes for the Certification</p> <p>For letter and memo:</p> <p>For urgent cases, within the day</p> <p>For non-urgent cases, within three days</p> | <p>Case Officer</p> <p>Supervisors</p> <p>Administrative Officer</p> |

With ATN Funding for Roundtrip Airfare Ticket:

| | | | | | |
|--|------|--|------|------------|--------------|
| 1. OUMWA receives ATN request from walk-in clients | 1.1. | The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. | None | 20 Minutes | Receptionist |
|--|------|--|------|------------|--------------|



| | | | | | |
|--------------|------|---|------|---|--------------|
| | 1.2. | For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. | | | |
| | 1.3. | For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form. | | | |
| | 1.4. | Upon completion of the Forms, the receptionist shall refer the client to the respective case officer. | | | |
| 2. Interview | 2.1. | The case officer shall provide general assessment of the particular case. | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |
| | 2.2. | The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request. | | | |
| | 2.3. | The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance. | | | |
| | 2.4. | In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report | | | |



| | | | | | |
|--------------------------------------|------|---|------|---|---|
| | | and information obtained from other concerned parties. | | | |
| | 2.5. | The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box. | | | |
| | 2.6. | The case officer shall provide his contact details to the client. | | | |
| 3. Request for funding | 3.1. | If endorsed by FSP, process ATN fund request. | None | For urgent cases, within the day | Case Officer Supervisors |
| | 3.2. | If requested only by the client, the case officer shall draft a memo to the Secretary for the approval of the request. | | For non-urgent cases, within three days | |
| 4. Approved roundtrip airfare ticket | 4.1. | When the request has been approved, the case officer shall arrange the flight booking of the NOK. | None | For urgent cases, within the day For non-urgent cases, within three days | Case Officer Travel Coordinator Officer |

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

10. Request for Report of Death (ROD) or Other Civil Registry

| | |
|----------------------------|---------------------------------------|
| Office or Division: | OUMWA-Assistance-to-National Division |
|----------------------------|---------------------------------------|



| | | | | |
|--|--|---|------------------------|---------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C, G2G, G2B | | | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ Relationship of the requesting party with the owner of the document; | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) | | |
| <ul style="list-style-type: none"> • Proof of kinship | | <ul style="list-style-type: none"> • PSA (NSO) | | |
| <ul style="list-style-type: none"> • Other requirements FSPs may require (i.e., SPA, affidavit, application forms, letter requests) | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. 1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. | None | 20 Minutes | Receptionist |



| | | | | |
|--------------|---|------|---|--------------|
| | <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | | | |
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |



| | | | | |
|---------------------|--|------|--|---|
| | <p>required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact details to the client.</p> | | | |
| 3. Case transmittal | 3.1. The case officer shall draft an official communication referring the case to the respective | None | For urgent cases, communications shall be drafted within the day | Case Officer Supervisors Communications Officer |



| | | | | |
|---------------------------------|--|------|---|--------------|
| | Foreign Service Post and/or other concerned government agencies. | | For non-urgent cases, communications shall be drafted within three working days | |
| 4. Providing updates to clients | 4.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case. | None | For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update For non-urgent cases, NOK or other interested parties shall be informed within three working days | Case Officer |
| 5. Continuous Monitoring | 5.1. The case officer shall continuously monitor the case and shall do necessary action, as needed. | None | Continuous monitoring until the case is closed | Case Officer |

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

11.Recommendation for Blacklisting



| | | | | |
|---|---|---|------------------------|---------------------------|
| Office or Division: | OUMWA-Assistance-to-National Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C, G2G, G2B | | | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Official Communication from FSP | | <ul style="list-style-type: none"> • FSP | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. 1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client | None | 20 Minutes | Receptionist |



| | | | | | |
|--------------|------|---|------|---|--------------|
| | 1.4. | Feedback Form. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer. | | | |
| 2. Interview | 2.1. | The case officer shall provide general assessment of the particular case. | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |
| | 2.2. | The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request. | | | |
| | 2.3. | The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance. | | | |
| | 2.4. | In case of follow-up concerns, the | | | |



| | | | | |
|---------------------|--|------|--|--|
| | <p>case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact details to the client.</p> | | | |
| 3. Case transmittal | <p>3.1. The case officer shall draft an official communication referring the case to other concerned government agencies.</p> | None | <p>For urgent cases, communications shall be drafted within the day</p> <p>For non-urgent cases, communications shall be drafted within three working days</p> | <p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p> |



| | | | | |
|---------------------------------|--|------|--|--------------|
| 4. Providing updates to clients | 4.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case. | None | <p>For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update</p> <p>For non-urgent cases, NOK or other interested parties shall be informed within three working days</p> | Case Officer |
|---------------------------------|--|------|--|--------------|

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

12.Monetary Claims / Inheritance Claims

| Office or Division: | OUMWA-Assistance-to-National Division | |
|--|---|---|
| Classification: | Highly Technical | |
| Type of Transaction: | G2C, G2G, G2B | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| <ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ Relationship of the requesting party from the deceased OF; | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) |



| <ul style="list-style-type: none"> • Proof of kinship | | <ul style="list-style-type: none"> • PSA (NSO) | | |
|--|--|---|-----------------|--------------------|
| <ul style="list-style-type: none"> • Other requirements FSPs may require (i.e., SPA, affidavit, application forms, letter requests) | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. 1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer. | None | 20 Minutes | Receptionist |



| | | | | |
|--------------|--|------|---|--------------|
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |
|--------------|--|------|---|--------------|



| | | | | |
|---------------------------------|---|------|--|--|
| | <p>concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact details to the client.</p> | | | |
| 3. Case transmittal | <p>3.1. The case officer shall draft an official communication referring the case to other concerned government agencies.</p> | None | <p>For urgent cases, communications shall be drafted within the day</p> <p>For non-urgent cases, communications shall be drafted within three working days</p> | <p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p> |
| 4. Providing updates to clients | <p>4.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform</p> | None | <p>For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update</p> | Case Officer |



| | | | | |
|--------------------------|---|------|---|--------------|
| | the client on the updates of the case. | | For non-urgent cases, NOK or other interested parties shall be informed within three working days | |
| 5. Continuous Monitoring | 5.1. The case officer shall continuously monitor the case and shall do necessary action, as needed. | None | Continuous monitoring until the case is closed | Case Officer |

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

13. End-Of-Service Benefits (ESB) Claims

| | | |
|---|---|---|
| Office or Division: | OUMWA-Assistance-to-National Division | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2C, G2G, G2B | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| General: | | |
| <ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ Documents of the Deceased; ○ Photocopy of Passport (bring original); | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) |



| | |
|---|---------------------|
| • Death Certificate | • PSA (NSO) |
| • POEA Balik Manggagawa Information Sheet | • POEA |
| • OWWA Membership Verification Sheet | • OWWA |
| • Other requirements FSPs may require (i.e., SPA, affidavit, application forms, letter requests) | |
| If OFW is Single: | |
| • Birth Certificate of OFW | • PSA (NSO) |
| • CENOMAR of the deceased OFW | • POEA |
| • Marriage Contract of parents | • PSA (NSO) |
| • Death Certificate of deceased parents | • PSA (NSO) |
| • Two (2) valid IDs of each parent | • Government Issued |
| • Birth Certificate of illegitimate child/children ○ If both parents are deceased, Birth Certificate of all siblings | • PSA (NSO) |
| If OFW is Married: | |
| • Certificate of Advisory of Marriage | • PSA (NSO) |
| • Marriage Certificate | • PSA (NSO) |
| • Birth Certificate of all children (legitimate and illegitimate) | • PSA (NSO) |
| • Marriage Contract for female children | • PSA (NSO) |
| • Two (2) valid IDs of wife; | • Government Issued |
| • Two (2) valid IDs of all children | • Government Issued |
| If requesting for bank transfer of benefits: | |
| • Photocopy with signature of Bank Passbook | • ATN Client |
| • Documents containing readable account number, bank branch, account name and signature of claimant | • ATN Client |



| <ul style="list-style-type: none"> Duly Notarized Sworn Affidavit of Undertaking executed by all adult heirs | | <ul style="list-style-type: none"> ATN Client | | |
|---|--|--|-------------------------|--------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. 1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer. | None | 20 Minutes | Receptionist |
| 2. Interview | 2.1. The case officer shall | None | 10-30 minutes, or more, | Case Officer |



| | | | | |
|--|---|--|-------------------------------------|--|
| | <p>provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> | | depending on the nature of the case | |
|--|---|--|-------------------------------------|--|



| | | | | |
|---------------------------------|---|------|---|--|
| | <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact details to the client.</p> | | | |
| 3. Case transmittal | 3.1. The case officer shall draft an official communication referring the case to other concerned government agencies. | None | <p>30 For urgent cases, communications shall be drafted within the day</p> <p>For non-urgent cases, communications shall be drafted within three working days</p> | <p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p> |
| 4. Providing updates to clients | 4.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on | None | <p>For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update</p> <p>For non-urgent cases, NOK or</p> | Case Officer |



| | | | | |
|----------------------|---|------|--|--------------|
| | the updates of the case. | | other interested parties shall be informed within three working days | |
| 5. For bank transfer | <p>5.1. The case officer shall submit all documentary requirements to the Supervisor and to the Undersecretary for approval and signature.</p> <p>5.2. Upon approval of the Undersecretary, the case officer shall make a letter to the bank to process the transfer of the money to the account of the NOK.</p> <p>5.3. The case officer shall inform the NOK on the date of transmittal and probable date within which the amount transmitted may be claimed.</p> | None | <p>Endorsement to the bank – within a week</p> <p>Bank transfer:</p> <p>For bank accounts in Metro Manila – within 7 to 10 working days</p> <p>For rural bank accounts in the provinces – within a month</p> | Case Officer |



Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

14. End-Of-Service Benefits (ESB) Claims

| Office or Division: | OUMWA-Assistance-to-National Division | | | |
|--|---|---|-----------------|--------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C, G2G, G2B | | | |
| Who may avail: | <ul style="list-style-type: none"> Distressed overseas Filipinos Next-of-Kin of distressed overseas Filipinos or their authorized representative Former overseas Filipinos | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> Filled-out ATN Form: <ul style="list-style-type: none"> The person requesting must be a family member of the deceased OF | | <ul style="list-style-type: none"> OUMWA Reception Counter (DFA, 3rd floor) | | |
| <ul style="list-style-type: none"> Proof of Kinship | | <ul style="list-style-type: none"> PSA (NSO) | | |
| <ul style="list-style-type: none"> Affidavit of Undertaking | | <ul style="list-style-type: none"> ATN Client | | |
| <ul style="list-style-type: none"> Death Certificate | | <ul style="list-style-type: none"> PSA (NSO) | | |
| <ul style="list-style-type: none"> Birth Certificate | | <ul style="list-style-type: none"> PSA (NSO) | | |
| <ul style="list-style-type: none"> Marriage Certificate | | <ul style="list-style-type: none"> PSA (NSO) | | |
| <ul style="list-style-type: none"> Advisory on Marriages | | <ul style="list-style-type: none"> PSA (NSO) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client | None | 20 Minutes | Receptionist |



| | | | | |
|--------------|---|------|---|--------------|
| | <p>Monitoring Sheet.</p> <p>1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | | | |
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |



| | | | | |
|--|---|--|--|--|
| | <p>by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his</p> | | | |
|--|---|--|--|--|



| | | | | |
|---------------------------------|---|------|--|---|
| | contact details to the client. | | | |
| 3. Case transmittal | <p>3.1. OUMWA shall receive a notification from the FSP regarding the OF's benefits deposited to OUMWA's account.</p> <p>3.2. Upon receiving feedback from FSP, case officer shall forward to the bank the received fax confirmation from FSP to verify the said deposit.</p> | None | Within three days | <p>Case Officer</p> <p>Supervisors</p> <p>Communication s Officer</p> |
| 4. Providing updates to clients | <p>4.1. a. OUMWA shall receive a notification from the FSP regarding the OF's benefits deposited to OUMWA's account.</p> <p>4.2. Upon receiving feedback from FSP, case officer shall forward to the bank the received fax confirmation from FSP to</p> | None | Within three days upon receipt of the notification | Case Officer |



| | | | | | |
|----------------------|--|---|------|---|--------------|
| | 4.3. | verify the said deposit. Once confirmed, the case officer shall inform the NOK of the deposit and request the NOK to submit the complete documentary requirements. | | | |
| 5. For bank transfer | 5.1. 5.2. 5.3. | The case officer shall submit all documentary requirements to the Supervisor and to the Undersecretary for approval and signature. Upon approval of the Undersecretary, the case officer shall make a letter to the bank to process the transfer of the money to the account of the NOK. The case officer shall inform the NOK on the date of transmittal | None | Endorsement to the bank – within a week Bank transfer: For bank accounts in Metro Manila – within 7 to 10 working days For rural bank accounts in the provinces – within a month | Case Officer |



| | | | | |
|--|---|--|--|--|
| | and probable date within which the amount transmitted may be claimed. | | | |
|--|---|--|--|--|

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

15.Assistance to Detained OFWs and those Serving Prison Terms

| | | | | |
|--|---|---|------------------------|---------------------------|
| Office or Division: | OUMWA-Assistance-to-National Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C, G2G, G2B | | | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Post's official report on the arrest and detention of a Filipino | | <ul style="list-style-type: none"> • FSP | | |
| <ul style="list-style-type: none"> • Official request of FSPs | | <ul style="list-style-type: none"> • FSP | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives ATN request from walk-in clients | 1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet. | None | 20 Minutes | Receptionist |



| | | | | |
|--------------|--|------|---|--------------|
| | <p>1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | | | |
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |



| | | | | |
|--|---|--|--|--|
| | <p>and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact</p> | | | |
|--|---|--|--|--|



| | | | | |
|---------------------------------|---|------|---|---|
| | details to the client. | | | |
| 3. Case transmittal | 3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies. | None | For urgent cases, communications shall be drafted within the day For non-urgent cases, communications shall be drafted within three working days | Case Officer Supervisors Communications Officer |
| 4. Providing updates to clients | 4.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case. | None | For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update For non-urgent cases, NOK or other interested parties shall be informed within three working days | Case Officer |
| 5. Continuous Monitoring | 5.1. The case officer shall continuously monitor the case and shall do | None | Continuous monitoring until the case is closed | Case Officer |



| | | | | |
|--|------------------------------|--|--|--|
| | necessary action, as needed. | | | |
|--|------------------------------|--|--|--|

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

16.Provision of Services of Lawyers

| | | | | |
|--|---|---|------------------------|---------------------------|
| Office or Division: | OUMWA-Assistance-to-National Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C, G2G, G2B | | | |
| Who may avail: | <ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ The person requesting must be a family member of the OF or authorized representative. ○ Contact details of the OF (last known address, mobile/telephone number, email address). ○ Contact details of the NOK in the Philippines (address, mobile/telephone number, email address). • Other relevant documents | | <ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. OUMWA receives | 1.1. The walk-in client shall | None | 20 Minutes | Receptionist |



| | | | | |
|----------------------------------|--|------|---|--------------|
| ATN request from walk-in clients | <p>register his personal information in the ATN Walk-in-Client Monitoring Sheet</p> <p>1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon completion of the Forms, the receptionist shall refer the client to the respective case officer.</p> | | | |
| 2. Interview | <p>2.1. The case officer shall provide general assessment of the particular case.</p> <p>2.2. The case officer shall</p> | None | 10-30 minutes, or more, depending on the nature of the case | Case Officer |



| | | | | |
|--|---|--|--|--|
| | <p>explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and deposit it in the Client</p> | | | |
|--|---|--|--|--|



| | | | | | |
|---------------------|------------------|--|------|---|---|
| | 2.6. | Feedback Box. The case officer shall provide his contact details to the client. | | | |
| 3. Case transmittal | 3.1. | The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies. | None | For urgent cases, communications shall be drafted within the day For non-urgent cases, communications shall be drafted within three working days | Case Officer Supervisors Communications Officer |
| 4. Provision of LAF | 4.1. 4.2. | In some cases, Post will request Legal Assistance Funding for the retainer fee lawyers handling the case of detained OFs. Case officers shall process the funding, subject to the approval of the Undersecretary. | None | At least one week processing | Case Officer Supervisors UMWA |



| | | | | |
|---------------------------------|--|------|---|--------------|
| 5. Providing updates to clients | 5.1. Upon receiving feedback from FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case. | None | For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update For non-urgent cases, NOK or other interested parties shall be informed within three working days | Case Officer |
| 6. Continuous Monitoring | 6.1. The case officer shall continuously monitor the case and shall do necessary action, as needed. | None | Continuous monitoring until the case is closed | Case Officer |

Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback?

Accomplish ATN Client Feedback Form (DFA-UMWA-A-40), then drop it at the designated drop box placed in the reception area of the ATN Division.

Contact Info.: 8834-4996

Email Add.: oumwa@dfa.gov.ph

How feedback is processed?

Every month, two designated personnel opens and compiles all returned Client Feedback



Forms. The same personnel shall encode and tabulate all accomplished forms.

Report, findings, and statistics are submitted to the Undersecretary of Migrant Workers' Affairs. The same is conveyed to Office of the Undersecretary for Civilian Security and Consular Concerns (OUCSCC) as the oversight office for external clients of DFA.

How to file a complaint?

Complaint may be stated in the Client Feedback Form or raised during the interview.

Complaint may also be made through external agencies, such as Anti-Red Tape Authority (ARTA), Presidential Complaint Center (PCC), and 8888 Contact Center ng Bayan (CCB).

How complaints are processed?

For similar concerns:

Contact Info.: 8834-4996

Email Add.: oumwa@dfa.gov.ph

Complaints are received either through Client Feedback Form or from external government agencies.

Upon receipt, it is reported to the supervising officer for evaluation and appropriate action.

Response through official letter shall be drafted by the case officer in order to address complaint.

Contact Information of ARTA, PCC, CCB

Upon vetting of supervising officer, the response letter shall be sent to the complainant.

ARTA: complaints@arta.gov.ph

1-ARTA (2782)

PCC: 8888

CCB: 0908-881-6565 (SMS)

List of Offices

| Office | Address | Contact Information |
|---|---|---|
| Office of the Undersecretary for Migrant Workers' Affairs | 3 rd Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Contact Info.: 8834-4996 Email Add.: oumwa@dfa.gov.ph |



Office of Strategic Communications and Research

EXTERNAL SERVICES



A. Receiving and Processing Media Interview Requests

| Office or Division: | | Strategic Communications (Division 2) | | |
|--|---|---|-----------------|---|
| Classification: | | Highly Technical | | |
| Type of Transaction: | | G2C | | |
| Who may avail: | | Local and Foreign media, as well as other stakeholders, e.g. students | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter of Request Company Profile CV/Background of Interviewer | | Requesting Party Requesting Party Requesting Party | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Requesting Party sends a letter of request to interview the Secretary of Foreign Affairs, the DFA Spokesperson and other DFA Officials, as well as the President. | 1.1 OSCR drafts an acknowledgment of the request and checks whether all necessary details of the interview request are received. If not, they are requested through official communication. The following are the details needed: <ul style="list-style-type: none"> • Company Profile • CV/Background of Interviewer • Format of the interview or flow of the program • List of questions • Audience profile and reach of media organization • Information on when and where the article will be placed or published | None | 1 day | Strategic Communications Division Director or other Division 2 personnel, as assigned by the Director |



- Preferred date and time of interview
- Transcript or copies of prior interviews conducted
- Information on prior interviewees

| | | | | |
|----|--|------|--------|---|
| 2. | <p>1.2 OSCR will evaluate the interview request prior to endorsement to the PH/DFA Official.</p> <p>OSCR requests/ receives all inputs from relevant DFA offices or FSPs and packages them into a briefing paper for the relevant Philippine/DFA official.</p> | None | 5 days | <p><i>Strategic Communications Division Director or other Division 2 personnel, as assigned by the Director</i></p> |
| 3. | <p>OSCR prepares the Memorandum for the Secretary (MFS) with the Memorandum for the President (MFP), when applicable, on the interview request.</p> | None | 1 day | <p><i>Strategic Communications Division 2 personnel</i></p> |
| 4. | <p>Awaits response from OSEC/PCOO</p> | None | 5 days | <p><i>Strategic Communications Division Director or other Division 2 personnel, as assigned by the Director</i></p> |
| 5. | <p>Requesting party is notified of the acceptance or refusal of its request for interview.</p> | None | 1 day | <p><i>Strategic Communications Division Director or other Division 2</i></p> |



*personnel, as assigned
by the Director*

6. OSCAR coordinates with relevant offices on the logistics and internal coverage required, if any. 1 day *Strategic Communications Division Director or other Division 2 personnel, as assigned by the Director*

| | | | |
|-------|---|---------|--|
| TOTAL | 0 | 14 days | |
|-------|---|---------|--|

B. Responding to Social Media Feedback: Assistance-to-National

| | |
|-----------------------------|--|
| Office or Division: | Media and Public Affairs Division (Division 1) |
| Classification: | Simple |
| Type of Transaction: | G2C |
| Who may avail: | Public |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|--|--|-----------------|-----------------|--|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 7. Requesting party logs in assistance-to-nationals queries or concerns through official DFA social media accounts: facebook.com/dfaphl; twitter.com/dfaphl; or instagram.com/dfaphl | 1.1 OSCAR replies to queries or concerns through official DFA social media accounts; 1.2. For special cases, OSCAR requests for details such as name of the party requesting assistance; If not the requesting party, relation to OFW seeking assistance; address of the requesting party; contact number of the requesting party; agency in the Philippines, if any, | N/A None | 3 days | <i>Social Media Client Feedback Team Division 1, OSCAR</i> |



and its contact number; passport number of requesting party, if available. OSCR also requests for first-hand experience regarding the issue and compiles the details of the case and forwards it to OUMWA.

| | | | |
|-------|---|--------|--|
| TOTAL | 0 | 3 days | |
|-------|---|--------|--|

C. Responding to Social Media Feedback: Consular Services

| | |
|-----------------------------|--|
| Office or Division: | Media and Public Affairs Division (Division 1) |
| Classification: | Simple |
| Type of Transaction: | G2C |
| Who may avail: | Public |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|--|---|-----------------|-----------------|--|
| N/A | | N/A | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Requesting party logs in assistance-to-nationals queries or concerns through the official DFA social media accounts: facebook.com/dfaphl; twitter.com/dfaphl; or instagram.com/dfaphl | 1.1 OSCR replies to queries or concerns through official DFA social media accounts 1.2 For special cases on passport concerns, i. OSCR requests for details such as Applicant's Full Name, Date of Appointment, Consular Office, Contact Number, Email Address, and | None | 3 days | <i>Social Media Client Feedback Team</i> Division 1, OSCR |



other details regarding the case;
ii. OSCR forwards query to OCA for concern to be addressed.

| | | | |
|-------|---|--------|--|
| TOTAL | 0 | 3 days | |
|-------|---|--------|--|

D. Media Accreditation

| | |
|-----------------------------|--|
| Office or Division: | Media and Public Affairs Division (Division 1) |
| Classification: | Simple |
| Type of Transaction: | G2C |
| Who may avail: | Members of the Media |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|---|---|---|-----------------|---|
| Accomplished Media Accreditation Form (Form DFA-OSCR-06) | | Media and Public Affairs Staff / Local | | |
| Letter of assignment signed by the Editor-in-Chief/ News Editor | | Requesting Party's Editor-in-Chief/ News Editor | | |
| Copy of Valid Press ID | | Requesting Party | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.Complies with and Submits Media Accreditation Requirements | 1.1 Checks if application and requirements are fully complied with. | None | 3 days | Media and Public Affairs Clerk Division 1, OSCR |
| | 1.2 Endorses application to the Assistant Secretary for approval. | | | Media and Public Affairs Director Division 1, OSCR |
| | 1.3 Approves the application and returns application to the Clerk. | | | Assistant Secretary OSCR |
| TOTAL | | 0 | 3 days | |



E. Respond to Freedom of Information Requests

| | |
|-----------------------------|---------------------------------------|
| Office or Division: | Strategic Communications (Division 2) |
| Classification: | Highly Technical |
| Type of Transaction: | G2C |
| Who may avail: | Public |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|---|
| Accomplished FOI Application Request Form | FOI Receiving Officer, Downloadable from DFA Website, |
| Copy of a duly recognized government ID with photo and signature of the requesting party | Requesting Party |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|---|---|
| 1. Requests for information may be submitted by a requesting party in the Home Office, FSPs, RCOs and CSOs. | 1. The request shall be stamped received, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party; | None | 15 days or 35 days, if extension is asked | In the Home Office, requests are to be received by the FOI Receiving Officer (FOI). Requests submitted through FSPs, COs and CSOs are to be received by the designated officer of such office for immediate onward transmittal to the FRO in the Home Office. |
| 1.1. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; | | | | |
| 1.2. The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information; | 1.1 In case of email requests, the email shall be printed out and shall follow the procedure mentioned above, and be acknowledged by electronic mail; and | | | |
| 1.3. The request can be made through email, provided that the requesting party shall attach in the email a | 1.2 In case the requesting party is unable to make a written | | | |



scanned copy of the FOI application request, and a copy of a duly recognized government ID with photo and signature of the requesting party.

request, because of illiteracy or due to a disability, he or she may make an oral request. The FRO in the Home Office, or the designated officer at the FSP, RCO or COs, where the request is submitted, shall reduce it in writing.

2. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number in the FOI Internal Registry.
3. OSCR drafts and sends an acknowledgment of the request along with a request for other details, if necessary, once cleared by OSCR Assistant Secretary or Head of Office
4. OSCR follows the DFA FOI Manual in handling the FOI Request.

FOI Receiving Officer (FOI).
Division 2

FOI Receiving Officer (FOI).
Division 2

FOI Receiving Officer (FOI).
Division 2

| | | | |
|-------|---|------------|--|
| TOTAL | 0 | 15-35 days | |
|-------|---|------------|--|



FEEDBACK AND COMPLAINTS MECHANISM

| | |
|---------------------------------------|--|
| How to send a feedback | Send an email to opd@dfa.gov.ph or fill out the feedback form in the Office of Protocol. |
| How feedbacks are processed | Feedback will be forwarded to the Division Director concerned and shall relay it to the members of the team, if needed. |
| How to file a complaint | Send an email to opd@dfa.gov.ph or a letter addressed to the Assistant Secretary. |
| How complaints are processed | Complaint will be forwarded to the Division Director concerned and shall relay it to the members of the team. |
| Contact information of ARTA, PCC, CCB | ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-861-6565 |

| Office | Address | Contact Information |
|---|---|--|
| Office of Strategic Communications and Research | 6 th Fl., Office of Strategic Communications and Research, Department of Foreign Affairs Bldg., Pasay City | Hotline Number +63 2 8 832-1508 opd@dfa.gov.ph |



OFFICE OF CONSULAR AFFAIRS (ASEANA)

EXTERNAL SERVICES



I. AUTHENTICATION SERVICES

1. Authentication / Apostille

Philippine public documents must be authenticated by the DFA to be validly used in another sovereign state's jurisdiction.

| | | |
|--|--|--|
| Office/Division: | Office of Consular Affairs – Authentication Division | |
| Classification: | Simple | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Applicant | | |
| Government Issued Identification (ID) Card (1 Original and 1 Photocopy) | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | | DFA Website, Authentication Information Counter |
| Representative | | |
| Authorization Letter | | Document Owner |
| Notarized Special Power of Attorney | | Notary Public |
| Government Issued ID of Applicant (1 Photocopy) | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |



| | |
|--|--|
| Government Issued ID of Representative (1 Original, 1 Photocopy) | , GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Other requirements (depending on the document for Authentication) | |
| 1. NBI Clearance/Sundry | |
| <ul style="list-style-type: none"> Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i> | |
| 2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records | |
| <ul style="list-style-type: none"> Original document issued by PSA/NSO | |
| <ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i> | Local Civil Registrar's Office |
| 3. School documents | |
| a. Elementary and High School Level (Form 137 and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Elementary/High School |
| <ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from DepEd Regional Office | DepEd Regional Office which has jurisdiction over the school |
| b. Technical and Vocational Courses (TOR and/or Diploma/National Certificate) | |



| | |
|--|---|
| <ul style="list-style-type: none"> • Certified True Copy from the school | Technical/Vocational School |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from TESDA | TESDA Office which has jurisdiction over the school |
| c. Private/Local Colleges and Universities (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Private/Local College/University |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from CHED | CHED Office which has jurisdiction over the school |
| d. State Universities and Colleges (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school | State University/College |
| 4. PRC document/s | |
| <ul style="list-style-type: none"> • Certified True Copy from PRC | |
| 5. Medical Certificate/s | |
| a. For employment | |
| <ul style="list-style-type: none"> • DOH stamp per document | |
| b. For other purposes | |
| <ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate | |
| 6. CAAP document/s | |
| <ul style="list-style-type: none"> • Certified by CAAP | |
| 7. Driver's License | |
| <ul style="list-style-type: none"> • Certification | LTO (main branch only) |
| 8. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate | |



| | |
|--|--|
| and other documents issued by a private entity | |
| <ul style="list-style-type: none"> Notarized Affidavit stating necessary factual circumstances and indicating attachments | Notary Public |
| <ul style="list-style-type: none"> Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 9. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit | |
| <ul style="list-style-type: none"> Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 10. Court document/s (Decision, Resolution, Order) | |
| <ul style="list-style-type: none"> Certified True Copy from the court | Court where the case was filed |
| 11. Immigration Record/s | |
| <ul style="list-style-type: none"> Certified by BI | |
| 12. DSWD Clearance | |
| <ul style="list-style-type: none"> Original document issued by DSWD | DSWD |
| 13. Police Clearance/Sundry | |
| <ul style="list-style-type: none"> Original document issued by PNP | Police Station |
| 14. Business Registration and other documents issued by a Government | |



| | |
|--|------------------------------|
| Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.) | |
| <ul style="list-style-type: none"> Certified True Copy from the issuing office | SEC / DTI / BIR / SSS / BPLO |
| 15. Barangay Clearance/Certificate | |
| <ul style="list-style-type: none"> Mayor's certification/clearance | Mayor's Office |
| 16. Export document/s | |
| <ul style="list-style-type: none"> Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document | PCCI / DOH / DA / BFAD |
| 17. Issuances by Philippine Embassy / Consulate to be used abroad | |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------|-----------------|-----------------|--------------------|
|--------------|---------------|-----------------|-----------------|--------------------|

Scheduling of Appointment

| | | | | |
|--|---|--|----------------|---|
| 1. Fill out the form to request an Appointment for Authentication / Apostille. | 1. Conduct initial evaluation on the document/s and answer queries concerning authentication requirements and procedures. 1.1 Send Appointment Confirmation via email. | | 2 Working Days | Admin Team Processor OCA – Authentication Division |
|--|---|--|----------------|---|

Filing of documents for Authentication / Apostille



| | | | | |
|--|--|--|------------|---|
| 1. Get and complete the Health Declaration form at the entrance. | 1. Collect the completed and signed Health Declaration Form. | | 5 mins | <i>Consular Affairs Public Assistance Center</i> OCA |
| 2. Present appointment confirmation email, document/s and requirements for initial evaluation at the Authentication Information Counter. | 2. Check validity of appointment email and conduct initial evaluation on the document/s and requirements and answer queries concerning authentication process and procedures. 2.1 Provide application form. | | 1 hour | <i>Authentication Information Focal Person</i> OCA – Authentication Division |
| 3. Fill out application form and wait for turn to be called at the Processing area. | 3. None | | 1 hour | |
| 4. Submit accomplished application form, document/s for authentication, government issued ID, and other applicable requirements for applications through | 4. Evaluate if presented document/s and requirements are complete and in order. Verify the signature of the official who | | 30 minutes | <i>Processor</i> OCA – Authentication Division |



| | | | | |
|---|--|---|--|--|
| a representative (authorization letter) to the Processor for evaluation. | signed the document/s. 4.1 Print and issue Authentication Slip with the date and time of release. | | | |
| 5. Present Authentication Slip and pay the appropriate authentication fee to the Cashier. 5.1 Complete the Client Feedback Survey. | 5. Collect the appropriate authentication fee as indicated on the Authentication Slip. | Regular: PHP100 per document Expedite: PHP200 per document | 30 minutes | Cashier OCA – Authentication Division |
| | 6. Authenticate the signature on the document. If for verification, confirm with issuing agency. 6.1 Encode and issue Apostille / Authentication Certificate | | 20 Days* (for special cases needing further verification by issuing PH agency outside the DFA) 4 Hours | VAFIS Personnel OCA – Authentication Division BackEnd OCA – Authentication Division |
| Releasing of Authenticated documents | | | | |
| 1. Get and complete the Health Declaration form at the entrance. | 1. Collect the completed and signed Health | | 5 minutes | ular Affairs Public Assistance Center OCA |



| | | | | |
|--|--|--|------------|--|
| | Declaration Form. | | | |
| <p>2. Drop the official receipt (OR) at Door 19 dropbox.</p> <p>2.1 Wait for name to be called at the Releasing area.</p> | <p>2. Collect OR and locate the authenticated/ Apostille document/s.</p> <p>2.1 Call applicant/ representative through the Public Address (PA) system and give instructions on requirements to be presented.</p> | | 30 minutes | <p><i>Releasing Personnel</i></p> <p>OCA – Authentication Division</p> |
| <p>3. Present government issued ID and other applicable requirements for a representative (authorization letter) to claim the authenticated / Apostille document/s at the appropriate releasing window.</p> <p>3.1 Check accuracy and completeness of authenticated document/s received.</p> | <p>3. Show the authenticated / Apostille document/s for review and ask for signature on the releasing portion of the Authentication Application Form.</p> <p>3.1 Check presented original government issued ID and requirements.</p> | | 15 minutes | <p><i>Releasing Personnel</i></p> <p>OCA – Authentication Division</p> |



| | | | | |
|---|--|---|---|--|
| 4. Claim the authenticated / Apostille documents and sign the form. 4.1 Complete the Client Feedback Survey. | 4. Release authenticated/ Apostille document/s. | | 5 minutes | <i>Releasing Personnel</i> OCA – Authentication Division |
| TOTAL: | | Regular: PHP100 per document Expedite: PHP200 per document | Regular: 3 Days 20 Days* (for special cases needing further verification by issuing PH agency outside the DFA) Expedite: 1 Working Day | |
| Releasing of Pending and Correction documents | | | | |
| 1. Get and complete the Health Declaration form at the entrance. | 1. Collect the completed and signed Health Declaration Form. | | 5 mins | <i>Consular Affairs Public Assistance Center</i> OCA |
| 2. Proceed to the Pending and Correction window and submit document/s for evaluation. | 2. Interview applicant/ representative and review the document/s presented for | | 30 minutes | <i>Pending and Correction Personnel</i> OCA – Authentication Division |



| | | | | |
|---|--|--|------------|---|
| 2.1 Wait for name to be called at the Pending and Correction area. | correction or compliance. 2.1 Call applicant/ representative through the Public Address (PA) system and give instructions on requirements to be presented. | | | |
| 3. Present government issued ID and other applicable requirements for a representative (authorization letter) to claim the authenticated / Apostille document/s at the appropriate releasing window. 3.1 Check accuracy and completeness of authenticated / Apostille document/s received. | 3. Show the authenticated / Apostille document/s with corrections for review and ask for signature on the releasing portion of the Authentication Application Form. 3.1 Check presented original government issued ID and requirements. | | 20 minutes | <i>Releasing Personnel</i> OCA – Authentication Division |
| 4. Claim the authenticated / Apostille documents and sign the form. | 4. Release authenticated/ Apostille document/s. | | 5 minutes | <i>Releasing Personnel</i> OCA – Authentication Division |



| | | | | |
|--|--|--|--------|--|
| 4.1 Complete the Client Feedback Survey. | | | | |
| TOTAL: | | | 1 hour | |

2. Certification

DFA issues a Certification for the following documents, provided that the purpose is for use in the Philippines:

- (1) documents issued by or are executed in Philippine Embassy / Consulate;
- (2) Foreign Embassy Certification

| Office/Division: | Office of Consular Affairs – Authentication Division | | |
|--|---|--|--|
| Classification: | Complex | | |
| Type of Transaction: | G2G – Government to Government, G2C – Government to Citizen | | |
| Who may avail: | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| Applicant | | | |
| Government Issued Identification (ID) Card (1 Original and 1 Photocopy) | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. | |
| Authentication Application Form | | DFA Website, Authentication Information Counter | |
| Representative | | | |
| Authorization Letter | | | |
| Notarized Special Power of Attorney | | Notary Public | |
| Government Issued ID of Applicant (1 Photocopy) | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. | |
| Government Issued ID of Representative | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. | |



| (1 Original, 1 Photocopy) | | | | |
|---|---|--|-----------------|---|
| Authentication Application Form | | DFA Website, Authentication Information Counter | | |
| Other requirement | | | | |
| Original or photocopy of document to be verified | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Scheduling of Appointment | | | | |
| 1. Fill out the form to request an Appointment for Authentication / Apostille. | 1. Conduct initial evaluation on the document/s and answer queries concerning authentication requirements and procedures. 1.1 Send Appointment Confirmation via email. | | 2 Working Days | <i>Admin Team Processor</i> OCA – Authentication Division |
| Filing of documents for Certification | | | | |
| 1. Get and complete the Health Declaration form at the entrance. | 1. Collect the completed and signed Health Declaration Form. | | 5 mins | <i>Consular Affairs Public Assistance Center</i> OCA |
| 2. Present appointment confirmation email, document/s and requirements for initial evaluation at the Authentication | 2. Check validity of appointment email and conduct initial evaluation on the document/s and | | 1 hour | <i>Authentication Information Focal Person</i> OCA – Authentication Division |



| | | | | |
|---|---|--------------------------------------|------------|---|
| Information Counter. | requirements and answer queries concerning authentication process and procedures. 2.1 Provide application form. | | | |
| 3. Fill out application form and wait for queuing number to be called at the Processing area. | 3. None | | 1 hour | |
| 4. Submit accomplished application form, document/s for authentication, government issued ID, and other applicable requirements for applications through a representative (authorization letter) to the Processor for evaluation. | 4. Evaluate if presented document/s and requirements are complete and in order. 4.1 Print and issue Authentication Slip. | | 30 minutes | <i>Processor</i> OCA – Authentication Division |
| 5. Present Authentication Slip and pay the appropriate authentication fee to the Cashier. | 5. Collect the appropriate authentication as indicated on the Authentication Slip. | PHP100 per document Expedite: | 25 minutes | <i>Cashier</i> OCA – Authentication Division |



| | | | | |
|---|--|---------------------|--|--|
| 5.1 Complete the Client Feedback Survey. | | PHP200 per document | | |
| | <p>6. Authenticate the signature on the document.</p> <p>If for verification, send communication to issuing agency.</p> <p>6.1 Upon confirmation, issue certification.</p> | | <p>20 Days* (for special cases needing further verification by issuing PH-agency outside the DFA)</p> <p>4 Working Hours</p> | <p><i>VAFIS Personnel</i></p> <p>OCA – Authentication Division</p> |
| Releasing of Certification | | | | |
| 1. Get and fill out the Health Declaration form at the entrance. | 1. Collect the completed and signed Health Declaration Form. | | 5 mins | <p><i>Consular Affairs</i></p> <p><i>Public Assistance Center</i></p> <p>OCA</p> |
| <p>2. Drop the official receipt (OR) at Door 19 dropbox.</p> <p>2.1 Wait for name to be called at the Releasing area.</p> | <p>2. Collect OR and locate Certification.</p> <p>2.1 Call applicant/ representative through the Public Address (PA) system and give instructions on requirements to be presented.</p> | | 30 minutes | <p><i>Releasing Personnel</i></p> <p>OCA – Authentication Division</p> |
| 3. Present government issued ID and other | 3. Show Certification for | | 20 minutes | <i>Releasing Personnel</i> |



| | | | | |
|--|---|---|--|---|
| <p>applicable requirements for a representative (authorization letter) to claim the Certification at the appropriate releasing window.</p> <p>3.1 Check accuracy and completeness of Certification received.</p> | <p>review and ask for signature on the releasing portion of the Authentication Application Form.</p> <p>3.1 Check presented original government issued ID and requirements.</p> | | | OCA – Authentication Division |
| <p>4. Claim the authenticated / Apostille documents and sign the form.</p> <p>4.1 Complete the Client Feedback Survey.</p> | <p>4. Release Certification.</p> | | 5 minutes | <i>Releasing Personnel</i> OCA – Authentication Division |
| TOTAL: | | PHP100 per document Expedite: PHP200 per document | 3 Days 20 Days* (*for special cases needing further verification by issuing PH-agency outside the DFA) | |



II. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|---|--|
| Office or Division: | Consular Records Division |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|--|---|
| countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| Note: For applicants born in Indonesia | The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate. |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |



| | |
|---|--|
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | 2 nd floor Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| Note: For applicants born in Indonesia | The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate. |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |



| | |
|---|-----------------------------|
| <p>a.2.5. First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> <p>Client</p> |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine</p> | <p>Client</p> <p>Client</p> |



| | |
|--|--|
| citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | 2 nd floor Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born e Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| Note: For applicants born in Indonesia | The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate. |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | 2 nd floor Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|--|---|
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| Note: For applicants born in Indonesia | The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate. |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | 2 ND floor Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|---|---|
| Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| Note: For applicants born in Indonesia | The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate. |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |



| | |
|--|--|
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | 2 ND floor Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| Note: For applicants born in Indonesia | The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate. |
| C.2.3. PSA Negative Certification | Philippine Statistics Authority |



| | |
|--|---|
| of Birth Record (CRS Form no. 1) | |
| <p>C.2.4 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| <p>C.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>C.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso | 2 ND floor Cashier |

D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS

D.1 In case the party seeking registration the child born less than one (1) year old



| | |
|---|---|
| <p>D.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>D.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate</p> | <p>Philippine Statistics Authority/ Issuing Authority where the marriage took place</p> |
| <p>D.1.6 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | <p>Client</p> |
| <p>D.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | <p>Client</p> |
| <p>D.1.7 Passport of parents (current/ valid passports)</p> | <p>Client</p> |



| | |
|--|--|
| -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseki Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital | Issuing Authority where the applicant was born |



| | |
|--|---|
| (located within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | 2 nd floor /Cashier |
| <p align="center">E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</p> | |
| <p>E.1 In case the party seeking registration the child born more than one (1) year old</p> | |
| <p>E.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> ● Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| <p>First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> | Client |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| E.1.6 Passport of parents (valid at the time of the birth of the child) Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.1.7 Five (5) recent passport size photo the child | Client |
| E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| E.1.9 Notarized Affidavit of Delayed Registration | Notary public |
| E.1.10 Five (5) recent passport size photo the child | Client |
| E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| <p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| <p>E.2.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>E.2.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> | Client |



| | |
|--|--|
| - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |
| E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) | 2 nd floor Cashier |



| | |
|--|---|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| <p align="center">F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p align="center">F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time</p> | <p>Client</p> |



| | |
|--|--|
| <p>of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | 2 nd floor/ Cashier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| Pre-evaluation and setting of appointment | | | | |
|--|--|------|-----------|--|
| 1. Scan the notarized duly-accomplished Report of Birth form as well as requirements and send via email to oca.crd@dfa.gov.ph. | Initial assessment and verification via email communication | None | 1-2 days | Civil Registration Unit |
| 2.If emailed documents: 2.1 Passed the initial verification and are in order | CRU will send appointment link for applicant to set an appointment to be confirmed by CRU via email | | | Applicant Civil Registration Unit |
| . | 2.2 For incomplete requirements, the applicant will need to submit via email the missing/ additional documents required. CRU will send appointment link under 2.1 when documents are in order. | | | |
| On the date and time of appointment: | | | | |
| 1. Present the email appointment and fill out the Health Declaration Form (HDF)distributed at the entrance. | Consular Assistant to check appointment and that the applicant has filled out the HDF. | None | 5 minutes | Applicant Consular Affairs and Public Assistance Center |



| | | | | |
|--|---|--|------------|--|
| 1. Submit the duly notarized Report of Birth forms and documentary requirements to CRD Window 1. | Receive the Report of Birth forms | None | 1 minute | Civil Registry Processor – Window 1 |
| | 2. Processor to verify the received requirements | None | 10 minutes | Civil Registry Processor-Window 1 |
| 3. Pay the required consular fees at the 2 nd floor Cashier | Accept the payment based on the required consular fee/s. Give the validated official receipt to the applicant. | USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo ** Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | 10 minutes | Cashier (Office of Fiscal Management Services) |
| Submit to CRD Window 1 4.1 Five (5) Photocopies of official receipt 4.2 Five (5) photocopies | Attach the five (5) photocopies of validated receipt to the Civil Registry Request Form Inform the | None | 10 minutes | Civil Registry Processor-Window 1 |



| | | | | |
|--|---|---|---|--|
| of Civil Registry Request form (Applicant to keep the original copy of receipt) | applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | | | |
| TOTAL | | 25 USD * *except 50USD (Tokyo) 75 USD (Osaka) | 2 days pre-evaluation 36 minutes to process at Consular Office | |

B. Report of Marriage

| | | | |
|---|----------------------------------|--|--|
| Office or Division: | Consular Records Division | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens married abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | | | |
| A.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public | |
| A.2. Marriage Certificate | | Issuing Authority where the marriage took place | |
| A.3 Birth Certificate of both parties | | PSA or | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>2nd floor/ Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |



| | |
|--|---|
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | 2 nd floor Cashier |
| <p>C. For marriages solemnized in Shanghai, Indonesia, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</p> | |
| <p>C.1. Party being registered married less than one (1) year</p> | |
| <p>C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| Note: For marriages solemnized in Indonesia | The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the marriage certificate. |
| C.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>2nd floor Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>Note: For marriages solemnized in Indonesia</p> | <p>The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the marriage certificate.</p> |



| | |
|--|---|
| <p>C.2.2. Birth Certificate of both parties</p> <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.2.4. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>C.2.6. Notarized Affidavit of Delayed Registration</p> | <p>Any notary public</p> |
| <p>C.2.7. Notarized Affidavit of Two Disinterested persons</p> | <p>Any notary public</p> |
| <p>C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>2nd floor Cashier</p> |
| <p>D. For marriages solemnized in the USA and Canada</p> | |
| <p>D.1. Party being registered married less than one (1) year</p> | |
| <p>D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |



| | |
|--|--|
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | Client |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | 2 nd floor Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|--|--|
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| <p>D.2.3. Birth Certificate of both parties</p> <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | 2 nd floor Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| <p>E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> |



| | |
|--|---|
| | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client Client |
| E.1.4.1 Photocopies of datapage | |
| E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | 2 ND floor Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by |



| | |
|--|--|
| | the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | 2 ND floor Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | |



| | |
|--|--|
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| <p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p> | 2 nd Floor Cashier |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |



| | |
|---|---------------------------------|
| <ul style="list-style-type: none"> • Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) • Koseki Tohon (latest Family Registry) • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.9 Notarized Affidavit of Two (2) Disinterested persons *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i> | 2 nd floor Cashier |
| REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation; For Divorced Filipino Spouse who has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines; For Widowed Filipino spouse-submit Death Certificate issued by PSA or foreign death certificate of previous spouse For Divorced, Annulled or Legally Separated Foreign Spouse- submit copy of foreign decree/ decision For Widowed Foreign Spouse-submit Death Certificate of previous spouse | |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| Pre-evaluation and setting of appointment | | | | |
| 1. Scan the notarized duly-accomplished Report of Marriage form as well as requirements and send via email to oca.crd@dfa.gov.ph. | Initial assessment and verification via email communication | None | 1-2 days | Civil Registration Unit |
| 2. If emailed documents: 2.1 Passed the initial verification and are in order | CRU will send appointment link for applicant to set an appointment to be confirmed by CRU via email | | | Applicant Civil Registration Unit |
| | 2.2 For incomplete requirements, the applicant will need to submit via email the missing/ additional documents required. CRU will send appointment link under 2.1 when documents are in order. | | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------------------------------|-----------------------------|-----------------|-----------------|---------------------------------------|
| On the date and time of appointment: | | | | |
| 1. Present the email appointment | Consular Assistant to check | None | 5 minutes | Applicant Consular Affairs and |



| | | | | |
|---|---|---|------------|--|
| and fill out the Health Declaration Form (HDF) distributed at the entrance. | appointment and that the applicant has filled out the HDF. | | | Public Assistance Center |
| 2. Submit the duly notarized Report of Marriage forms and documentary requirements to CRD Window 1. | Receive the Report of Marriage forms | None | 1 minute | Civil Registry Processor –Window 1 |
| | 3. Processor to verify the received documentary requirements | None | 10 minutes | Civil Registry Processor-Window 1 |
| 4. Pay the required consular fees at the 2 nd floor Cashier | Accept the payment based on the required consular fee/s. Give the validated official receipt to the applicant. | USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo ** Additional USD 50 translation | 10 minutes | Cashier (Office of Fiscal Management Services) |



| | | | | |
|---|---|--|--|-----------------------------------|
| | | fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i> | | |
| 4. Submit to CRD Window 1 4.1 Five (5) Photocopies of official receipt 4.2 Five (5) photocopies of Civil Registry Request form (Applicant to keep the original copy of receipt) | Attach the 5 (five) photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | Civil Registry Processor-Window 1 |
| TOTAL | | 25 USD except : 50USD (Tokyo)/ 75 USD (Osaka) | 2 days pre-evaluation 36 minutes processing time at Consular Office | |



C. Report of Death

| | |
|---|--|
| Office or Division: | Consular Records Division |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| 1. Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| 2. Five (5) photocopies of the following: 2.1 Death Certificate 1.2 Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post Foreign Authority |
| 3. Autopsy/Embalming Report | |
| 4. Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--------------------------------------|
| Pre-evaluation and setting of appointment | | | | |
| 1. Scan the notarized duly-accomplished Report of Death form as well as requirements and send via email to oca.crd@dfa.gov.ph. | Initial assessment and verification via email communication | None | 1-2 days | Civil Registration Unit |
| 2. If emailed documents: | CRU will send appointment link for applicant to set | | | Applicant Civil Registration Unit |



| | | | | |
|--|--|--|--|--|
| 2.1 Passed the initial verification and are in order | an appointment to be confirmed by CRU via email | | | |
| | 2.2 For incomplete requirements, the applicant will need to submit via email the missing/ additional documents required. CRU will send appointment link under 2.1 when documents are in order. | | | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| On the date and time of appointment: | | | | |
| 1. Present the email appointment and fill out the Health Declaration Form (HDF) distributed at the entrance. | Consular Assistant to check appointment and that the applicant has filled out the HDF. | None | 5 minutes | Applicant Consular Affairs and Public Assistance Center |
| 2. Submit the duly notarized Report of Death forms and documentary requirements to | Receive the Report of Marriage forms | None | 1 minute | Civil Registry Processor –Window 1 |



| | | | | |
|---|---|--|------------------------|--|
| CRD Window 1. | | | | |
| | 3. Processor to verify the received documentary requirements | None | 10 minutes | Civil Registry Processor-Window 1 |
| 4. Pay the required consular fees at the 2 nd floor Cashier | Accept the payment based on the required consular fee/s. Give the validated official receipt to the applicant. | USD25 (To be paid in Philippine Peso) | 10 minutes | Cashier (Office of Fiscal Management Services) |
| 4. Submit to CRD Window 1 4.1 Five (5) Photocopies of official receipt 4.2 Five (5) photocopies of Civil Registry Request form (Applicant to keep the original copy of receipt) | Attach the five (5) photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | Civil Registry Processor-Window 1 |
| TOTAL | | 25 USD | 2 days pre-evaluation; | |



| | | | | |
|--|--|--|---|--|
| | | | 36 minutes processing time at Consular Office | |
|--|--|--|---|--|

2. CERTIFICATE OF FILING

Upon request of the applicant, the CRD issues a Certificate stating that the applicant has filed a report of birth/marriage/death, for whatever legal purpose it may serve the applicant.

| | |
|-----------------------------|--|
| Office or Division: | Consular Records Division |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad Filipino Citizens married abroad Filipino Citizens died abroad |
| REQUIREMENT | WHERE TO GET |
| Civil Registry Request Form | CRD Window 1(Ground floor) |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING | PERSON RESPONSIBLE |
|--|--|-----------------|------------|---|
| 3. Applicant to request for an appointment at oca.crd@dfa.gov.ph . | CRD to send link to appointment form where applicant may set an appointment. | None | 1 day | CRD Assistant |
| 4. On date of appointment, present email confirmation of appointment and fill out the Health Declaration Form. | Verify appointment and issue a HDF to be filled out by the applicant. | None | 5 minutes | Consular Affairs and Public Assistance Center |



| | | | | |
|--|--|----------------|--|--|
| 5. Fill out the Civil Registry Request Form (to be issued by CRD Assistant at the 4 th Floor) | Receive accomplished Civil Registry Request Form | None | 5 minutes | CRD Assistant |
| 6. Pay the consular fee at the 2 nd floor Cashier | Accept payment based on order request | PHP 100 | 5 minutes | Cashier (Office of Fiscal Management Services) |
| 7. Return to CRD and present validated receipt | Receive duplicate copy of receipt | None | 2 minutes | CRD Assistant |
| 8. Return on the indicated date and present the original receipt to receive the certification. | Receive the original receipt Locate and Release the certification | None | (Within 3 working days) | CRD Assistant |
| TOTAL | | PHP 100 | 12 Minutes Issuance within 3 working days | |



III. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals under relevant local laws, such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, including the 1963 Vienna Convention on Consular Relations and the Convention on International Civil Aviation.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants



The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the holder's identity and his/her citizenship as a Filipino citizen, for the purpose of international travel.

| | |
|---|---|
| Office or Division: | Passport Division |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth or PSA Certificate of Foundling (present original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (present original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City/Municipal Hall, PhilPost, School |
| ADDITIONAL REQUIREMENTS | |
| <i>*on a case-by-case basis; other documents not stated below may be required for special cases</i> | |
| If PSA Document is unreadable: Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy) | Local Civil Registrar |
| For married women using spouse's name: | PSA |



| | |
|---|--|
| PSA Marriage Certificate or Report of Marriage (present original, 1 photocopy) | |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (present original, 1 photocopy) PSA Death Certificate of spouse (present original, 1 photocopy) | PSA |
| For dual citizens (RA9225): Dual Citizenship documents: Identification Certificate or Oath of Allegiance or Order of Approval (present original, 1 photocopy) Foreign Passport (present original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Certificate of Naturalization (present original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation (1 original) Travel Document (1 original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (1 original) | Notary Public BI |



| | |
|---|---|
| <p>If birth certificate is discrepant:</p> <p>Proof of filing of supplemental report or correction (present original, 1 photocopy)</p> <p>Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)</p> | <p>Local Civil Registry</p> <p>PSA</p> |
| <p>If birth certificate is late registered:</p> <p>Late registered birth certificate (present original, 1 photocopy)</p> <p>IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | <p>PSA</p> <p>NBI</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/Municipal Hall, PhilPost</p> |
| <p>If applicant is born on or before 1950:</p> <p>PSA Authenticated Certificate of No Birth Record (present original, 1 photocopy)</p> <p>Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) (1 original)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Old documents to establish identity:</p> <p>School Records, or</p> <p>Baptismal Certificate, or</p> <p>NBI Clearance, or</p> <p>(present original, 1 photocopy)</p> | <p>School</p> <p>Relevant Church</p> <p>NBI</p> |



| CORE REQUIREMENTS FOR MINORS | |
|--|---|
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate/Report of Birth or PSA Certificate of Foundling (present original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/Municipal Hall, PhilPost |
| School ID (for 7 years old and above) (present original, 1 photocopy) | School |
| ADDITIONAL REQUIREMENTS FOR APPLICANTS BELOW 18 YEARS OF AGE | |
| <i>*on a case-by-case basis, other documents not stated below may be required for special cases</i> | |
| If PSA Document is unreadable: Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy) | Local Civil Registrar |
| If accompanied by father, acceptable government ID and; Parents are married: PSA Marriage Certificate (present original, 1 photocopy), Parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (1 original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: | Notary Public |



| Special Power of Attorney designating minor's adult companion (1 original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/Municipal Hall, PhilPost | | |
|--|---|--|--|---|
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's adult companion (1 original) Affidavit of Support and Consent executed by the mother (1 original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/Municipal Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through passport.gov.ph and pays online | 1. Confirm appointment upon verification of passport fee payment 1.1 Send confirmation email with appointment packet containing the application form and receipt | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes for making an appointment 24 hours (after payment is received and posted by payment merchant) to verify, confirm appointment and send confirmation email | <i>Staff,</i> Project and Information Technology Support |



| | | | | |
|---|---|------|--|---|
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> Passport Division |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> Passport Division |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> Passport Division |
| 5. On the estimated date of release, proceed to the Releasing Section at the 1st floor at DFA-Aseana 5.1 Place receipt in designated box and wait for name to be called. | 5. check receipt and locate passport 5.1 release the passport | None | <i>*After six working days or twelve working days</i> 20 minutes waiting time | <i>Releasing Officer</i> Passport Division |



| | | | | |
|---|--|---|---|--|
| 5.2 Verify all details in passport are correct. | | | 10 minutes | |
| 5.3 Sign on signature pad. | | | | |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 or 12 Working Days; Releasing: 30 minutes | |

B. Renewal of a Regular Passport

| | |
|----------------------------------|-----------------------------|
| Office or Division: | Passport Division |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |



| | |
|---|--|
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (present original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (present original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/Municipal Hall, PhilPost, Schools |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page (present original, 1 photocopy) | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/Municipal Hall, PhilPost, School |
| Proof of Parental Authority (present original, 1 photocopy) | PSA, Relevant Church, School, Relevant Hospital or Health Center |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). (present original, 1 photocopy) | School |
| ADDITIONAL REQUIREMENTS | |
| <i>*on a case by case basis, other documents not stated below may be required for special cases</i> | |
| <i>For change of details or incomplete details in the passport:</i> <i>PSA Birth Certificate/Report of Birth/ Marriage Certificate/Report of</i> | PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School |



| | |
|--|--|
| <p><i>Marriage/Certificate of Foundling (present original, 1 photocopy)</i></p> <p><i>Valid ID</i></p> <p><i>(present original, 1 photocopy)</i></p> | |
| <p><i>For married women who opt to revert to maiden name:</i></p> <p><i>PSA annotated marriage certificate (present original, 1 photocopy)</i></p> <p><i>PSA Death Certificate of spouse (present original, 1 photocopy)</i></p> | PSA |
| <p><i>If PSA Document is unreadable:</i></p> <p><i>Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy)</i></p> | Local Civil Registrar |
| <p>For lost valid passport:</p> <p>Affidavit of Lost (1 original)</p> <p>Police Report (original)</p> <p>PSA Birth certificate (if no photocopy of passport) (present original, 1 photocopy)</p> <p>Valid ID (present original, 1 photocopy)</p> <p>*Please note that there is a 15-day clearing period for lost valid passport applicants</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/Municipal Hall, PhilPost, School</p> |
| For lost expired passport: | Notary Public |



| | |
|--|---|
| <p>Affidavit of loss (1 original)</p> <p>PSA Birth certificate (if no photocopy of passport) (present original, 1 photocopy)</p> <p>Valid ID (present original, 1 photocopy)</p> | <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/Municipal Hall, PhilPost, School</p> |
| <p>For applicants with mutilated passports:</p> <p>Affidavit of Explanation (1 original)</p> <p>Mutilated passport (to be surrendered)</p> | <p>Notary Public</p> <p>DFA</p> |
| <p><i>For applicants with travel document:</i></p> <p>Affidavit of Explanation (1 original)</p> <p>Travel Document (1 original)</p> | <p>FSP</p> |
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation (1 original) and travel records (1 original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For applicants below 18 years of age:</i></p> <p>Some additional requirements stated for first- time minor applicant may be required on a case-by-case basis.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/Municipal Hall, PhilPost, School</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p><i>*Some additional requirements not stated above may be required to some applicants depending on their case.</i></p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/Municipal Hall, PhilPost, School</p> <p>Other government agencies</p> <p>Relevant court</p> |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|--|--|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. Confirm appointment upon verification of passport fee payment 1.1 Send confirmation email with appointment packet containing the application form and ereceipt | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes for making an appointment 24 hours (after payment is received and posted by payment merchant) to verify, confirm appointment and send confirmation email | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. Receive required documents 2.1 Verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers Passport Division |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes <i>*Please note that there is an additional 15-days clearing</i> | Processors Passport Division |



| | | | | |
|---|---|--|---|--|
| | | | period for lost valid passport applicants | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> Passport Division |
| 5. On the estimated date of release, proceed to the Releasing Section at the 1st floor at DFA-Aseana 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. 5.4 present old passport for cancellation | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days 20 minutes waiting time 10 minutes | <i>Releasing Officers</i> Passport Division |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite | Application: 1 Hour and 15 minutes; | |



| | | | |
|--|--|---|--|
| | <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Processing: 6 or 12 Working Days;</p> <p>Releasing: 30 minutes</p> | |
|--|--|---|--|

C. Passport Certification

A document issued by the Office of Consular Affairs – Passport Division, upon the request of the passport holder or an authorized person, pertaining to the issuance of a Philippine passport.

| | |
|--|---|
| Office or Division: | Passport Division |
| Classification: | Complex |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Accomplished Application Form | Passport Division – Director’s Office |
| Passport (s) | DFA |
| For non-issuance of Philippine passport: Valid ID | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|----------------------|-----------------|---|
| 1. Email request to passportconcerns@dfa.gov.ph with scanned copy of passport data page and filled up request form downloaded from website | 1. Acknowledge receipt and inform applicant when to come in to DFA to pay and receive certificate (5 working days) | None | 1 day | Staff, Passport Division – Director's Office |
| 2. Come in at scheduled date and present request at Passport Director's Office | 2. Issue invoice to be paid | None | 5 minutes | Staff, Passport Division – Director's Office |
| 3. Pay the required fee at the Cashier | 3. Accept payment based on order request | PHP 100 per document | 10 minutes | Staff, Cashier |
| 4. Present receipt 4.1 Receive certificate | 4. Check official receipt and inform backend staff 4.1 Backend prepares certificate 4.1 Issue the certificate | None | 30 minutes | Staff, Passport Division – Director's Office |
| Total | | PHP 100 per document | | |

D. Convention Travel Document for Stateless Persons and Refugees

A convention travel document is issued by the Philippine government to recognized stateless persons and refugees.

| | |
|----------------------------|-------------------|
| Office or Division: | Passport Division |
| Classification: | Highly Technical |



| | | | | |
|---|--|--|---------------------------|---|
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Citizens who were granted statelessness or refugee status in the Philippines | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Accomplished Application Form | | DFA Passport Division – Director’s Office | | |
| Indorsement letter from Department of Justice (DOJ) for issuance of travel document | | Department of Justice - Refugees and Stateless Persons Protection Unit | | |
| Request letter from applicant for issuance of travel document | | Applicant | | |
| Alien Certificate of Registration Identity Card (ACR I-Card) | | Bureau of Immigration | | |
| In case of renewal: old MRCTD with expired/expiring validity | | Applicant | | |
| In case of lost MRCTD: Affidavit of Loss and Police Report | | Notary Public, Relevant Police Station | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Proceed to Special Concerns to get queue number and wait to be called | 1. Give applicant a queue number | None | 1 minute | Security Guard |
| 2. Fill up the application form and present valid ID | 2. Accept documents presented and process application | None | 10 minutes | Staff, Passport Division – Director’s Office |
| 3. Pay the required fee at the Cashier | 3. Issue receipt and accept payment | PHP 500 | 10 minutes | Staff, Cashier |
| 4. Present receipt | 4. Check official receipt | None | *After seven working days | Staff, |



| | | | | |
|---|---------------------------------|---------|------------|---------------------------------------|
| 4.1 Return on the schedule release date | 4.1 Release the travel document | | 10 minutes | Passport Division – Director's Office |
| TOTAL | | PHP 500 | 31 minutes | |

2. Passport Processing Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | Office of Consular Affairs – Courtesy Lane | | |
|---|--|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 1. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth | Philippine Statistics Authority (PSA) |



| | | |
|--|--|--|
| | certificate or PSA marriage certificate) (present original and 1 photocopy) | |
| 1.2. A travelling companion | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |



| | | |
|---|--|---|
| 2.2. A travelling companion | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| 3. Pregnant women | <p>Printed Application Form with E-Receipt</p> <p>Medical certificate/records (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Hospital, Licensed physician</p> |
| <p>4. Minors aged seven (7) years and below</p> <p>A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate as proof of age (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 4.1. Parent/s; or | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |



| | | |
|-------------------------------------|--|--|
| | (present original and 1 photocopy) | |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Overseas Worker Welfare Administration (OWWA) |



| | | |
|--|--|---|
| | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid employment contract (present original and 1 photocopy)</p> | <p>passport.gov.ph onlineappform.pas sport.gov.ph</p> <p>Agency/Employer</p> |
| | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid work visa (present original and 1 photocopy)</p> | <p>passport.gov.ph onlineappform.pas sport.gov.ph</p> <p>Embassy or Consulate</p> |
| | <p>Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)</p> | <p>Maritime Industry Authority (MARINA)</p> |
| | <p>Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application.</p> <p>(present original and 1 photocopy) (present original and 1 photocopy)</p> | <p>Agency/Employer</p> |



| | | |
|------------------------------------|---|---|
| 7. Exceptional and emergency cases | <p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p> | <p>onlineappform.pasport.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |
|------------------------------------|---|---|

Core requirements and requirements for special cases, please see under “Issuance of Regular Passport (New and Renewal)”

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|----------------|---|-----------------|--|
| 1. <u>Online Application System</u> : Applicant sets an appointment through http://passport.gov.ph and pays online | | Courtesy Lane will be charged the <i>Expedited Processing Fee – PHP 1,200.00</i> | 20 minutes | Staff, Project and Information Technology Support |
| 2. <u>Online Passport Application System</u> : The following walk-in applicants must print and fill-out the application forms through onlineappform.pasport.gov.ph: | | Only senior citizens and PWDs have the option to avail of the <i>Regular Processing</i> | 20 minutes | CL Staff |



| | | | | |
|---|--|-------------------------|-----------|---------------------------------------|
| <ul style="list-style-type: none"> • OFWs and, • Exceptional and emergency cases | | <i>Fee – PHP 950.00</i> | | |
| <p>3. The applicant will submit the printed application form and the necessary documents to the Front Desk Personnel.</p> | <p>3. The Front Desk Personnel will issue a processing queuing number for the qualified applicant and the applicant shall wait for their number to be called at the Processing Section.</p> <p>The application form will be forwarded to the Verification Section.</p> | None | 5 minutes | <p><i>Head</i> Courtesy Lane</p> |
| | <p>4. <u>VERIFICATION</u></p> <p>a. The application forms of applicant forwarded to the Verification Section are to be checked against the Department's</p> | None | 5 minutes | <p><i>Head,</i> Courtesy Lane</p> |



| | | | | |
|--|--|------|------------|---------------------|
| | <p>Watchlist Database.</p> <p>b. If the applicant's name appears on the Department's Watchlist Database, the verifier will attach a referral slip on the application form addressed to the Passport Division.</p> <p>c. If the applicant's name does not appear on the Department's Watchlist Database, the verifier will put his/her initials on the application form.</p> <p>d. The Verification Section will forward the application forms to the Processing Section.</p> | | | |
| | <p>5. <u>PROCESSING</u></p> <p>a. The Processor conducts</p> | None | 30 minutes | <i>CL Processor</i> |



| | | | | |
|--|---|--|--|--|
| | <p>interviews and verifies the authenticity of the required documents and ensures that the required documents are complete.</p> <p>b. The Processor conducts interviews to establish the identity and citizenship of the applicants.</p> <p>c. Applicants whose names are reflected in the Department's Watchlist Database will be referred to Passport Division for further verification and approval.</p> <p>d. For renewal of passports, the Processor will inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by</p> | | | |
|--|---|--|--|--|



| | | | | |
|--|---|--|--|--|
| | <p>the courier service. If the applicant opted for picked-up, the Processor advise the applicant to return on the release date of passport. If the applicant opted for delivery, the Processor will cancel the old passport.</p> <p>e. If filed through Online Appointment System (OAS) and the passport application is approved, the Processor will issue a queuing number for the data capturing and encoding of applicant's information.</p> <p>f. If filed through Online Passport Application System (OPAS) and the passport application is approved, the Processor will</p> | | | |
|--|---|--|--|--|



| | | | | |
|---|--|--|-----------|---|
| | issue (1) an official receipt (passport slip) for payment at the cashier; and (2) a queuing number for the data capturing and encoding of applicant's information. | | | |
| <p>6. <u>PAYMENT</u></p> <p>a. Applicants who filed their application through OPAS and with approved applications must proceed to the cashier to pay the passport processing fee. The regular and expedited processing fee will depend on the number of days of processing.</p> <p>b. The following may avail a regular processing fee of Php 950.00:</p> <ul style="list-style-type: none"> • Senior Citizens; and • PWDs <p>The following must pay an express</p> | | <p>Those who avail of the Courtesy Lane will be charged the <i>Expedited Processing Fee – PHP 1,200.00</i></p> <p>Only senior citizens and PWDs have the option to avail of the <i>Regular Processing Fee – PHP 950.00</i></p> <p><i>Penalty fee – PHP 350.00</i> will be charged for those renewing a</p> | 5 minutes | Head, Passport Revolving Fund Unit (Office of Fiscal Management Services) |



| | | | | |
|---|--|---|--|--|
| <p>processing fee of Php 1200.00:</p> <ul style="list-style-type: none"> • Pregnant women; • Minors aged 7 years and below, his/her parents, legal guardian, or their authorized representative; • Solo Parents • Overseas Filipino Workers (OFWs) • Adult companion of Senior Citizens and PWDs; and • All other exceptional and emergency cases with an approved written request from the Department officials. <p>c. For mutilated, lost valid or lost expired electronic passport, the applicant must pay an additional penalty fee (Php 350.00).</p> | | <p>mutilated, lost valid or expired electronic passport</p> | | |
|---|--|---|--|--|



| | | | | |
|--|--|------|------------|--|
| (Delivery of passport is optional. It is a separate transaction and it requires an additional payment for the service charge of availing such courier service. Transaction of delivery must be done after the encoding of passport details.) | | | | |
| <p>7. <u>ENCODING / ENROLMENT</u></p> <p>The applicant must proceed to the Courtesy Lane Encoding Section and shall wait for his/her number to be called.</p> | <p>7. <u>ENCODING / ENROLMENT</u></p> <p>a. The Encoder encodes the applicant's biographical data, capture the applicant's photo and biometric details</p> <p>b. The Encoder scans all required documents and have the data on the monitor checked by the applicant.</p> <p>c. The applicant will electronically sign his/her application to confirm that all encoded data are correct.</p> | None | 15 minutes | Head/Supervisor Passport Enrollment Center |



| | | | | |
|--------------|--|---|---|--|
| | <p>d. The Encoder will save the data of the applicant.</p> <p>e. At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | <p>1 hour for processing at Consular Office</p> <p>20 minutes filling out form online</p> | |

3. Issuance of Diplomatic and Official Philippine Passports

The Diplomatic and Official Passports Section of the Office of Consular Affairs is the office responsible for the issuance and renewal of diplomatic and official Philippine passports issued to entitled government officials and employees under the Philippine Passport Act of 1996 or R.A. 8239 and the Department of Foreign Affairs Department Order 20-99. The application for the issuance and renewal of diplomatic and official passports are only processed if the applicant meets all the prescribed documentary requirements of the Department.

| | |
|-----------------------------|---|
| Office or Division: | Office of Consular Affairs - Diplomatic and Official Passports Section |
| Classification: | Complex |
| Type of Transaction: | Issuance of Diplomatic and Official Philippine Passports (Government to Government) |



| | | |
|---|---|--|
| Who may avail: | All permanent and co-terminus Government employees, Presidential appointees and elected Government officials of the Legislative and Executive | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| PASSPORT ISSUANCE (never been issued any type of Philippine passport) | | |
| Personal appearance | | |
| Confirmed Appointment | | Applicant may send an email to dops.app@dfa.gov.ph |
| Accomplished DOPS Passport Application Form -DFA-OCA-DOPS-02 (1 original) | | Office of Consular Affairs Website / DOPS Office |
| PSA *birth certificate (1original, 1 photocopy) | | Philippine Statistics Authority |
| *If details in the birth certificate are unreadable, provide the transcribed local copy of the birth certificate | | Local Civil Registrar where the birth was registered |
| For delayed / late registration of birth, submit any public document with the correct date and place of birth (i.e. baptismal certificate, Transcript of Records, Voter's Registration Record etc.) | | Church where the applicant was baptized, university, COMELEC etc. |
| PSA marriage contract (for married woman) (1original, 1 photocopy) | | Philippine Statistics Authority |
| Endorsement letter addressed to DFA (1 original) | | Government agency where applicant is employed |
| Signed Travel Authority (1 original / certified true copy) | | Government agency where applicant is employed |
| Invitation (if any) (1 photocopy) | | Organizer / Sponsor |
| Certificate of No Pending Administrative Case (1 original) | | Human Resource Management Office / Legal Office of the government agency where applicant is employed |
| Latest Service Record (1 original) | | Human Resource Management Office of the government agency where applicant is employed |
| Appointment paper - for Presidential / CSC appointees (1 certified true copy or photocopy) | | Office of the President / Civil Service Commission |
| Oath of Office (for elected officials) (1 certified true copy or photocopy) | | Office of the elected official |
| Applicant's office ID (1 photocopy) | | government agency where applicant is employed |



| | |
|---|--|
| Health Declaration Form | Sent via email along with appointment confirmation or at the entrance gate of Office of Consular Affairs |
| Passport Fee | |
| PASSPORT RENEWAL | |
| Personal appearance | |
| Confirmed Appointment | Applicant may send an email to dops.app@dfa.gov.ph |
| Accomplished DOPS Passport Application Form - DFA-OCA-DOPS-02 (1 original) | Office of Consular Affairs Website / DOPS Office |
| Photocopy of the data page of applicant's old regular and/or official / diplomatic passport with complete name - first time or renewal of official / diplomatic passport (original passport, 1 photocopy) | Applicant |
| PSA marriage contract (for married woman) (1 original, 1 photocopy) | Philippine Statistics Authority |
| Endorsement letter addressed to DFA (1 original) | Government agency where applicant is employed |
| Signed Travel Authority (1 original / certified true copy) | Government agency where applicant is employed |
| Invitation (if any) (1 photocopy) | Organizer / Sponsor |
| Certificate of No Pending Administrative Case (1 original) | Human Resource Management Office / Legal Office of the government agency where applicant is employed |
| Latest Service Record (1 original) | Human Resource Management Office of the government agency where applicant is employed |
| Appointment paper - for Presidential / CSC appointees (1 certified true copy or photocopy) | Office of the President / Civil Service Commission |
| Oath of Office (for elected officials) (1 certified true copy or photocopy) | Office of the elected official |
| Applicant's office ID (1 photocopy) | government agency where applicant is employed |
| Health Declaration Form | Sent via email along with appointment confirmation or at the entrance gate of Office of Consular Affairs |
| Passport Fee | |
| ADDITIONAL REQUIREMENTS FOR LOST OFFICIAL / DIPLOMATIC PASSPORT | |
| Notarized Affidavit of Loss | any Notary Public office |
| If lost passport is still valid, submit Police Report and notarized Affidavit of Loss | nearest Police Station where the passport was lost |



| (application is subject to a 15-day clearing period prior to the processing of application for the replacement of lost valid passport) | | | | |
|---|--|--|--|--------------------------------|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant shall appear at DOPS on the day of the confirmed appointment and shall proceed to the designated window and submit all original documents for passport issuance / renewal. | 1. Check the completeness of the documentary requirements submitted. Evaluate and process the submitted documents for the issuance of diplomatic/official e-passport. | P1,200.00 Express Processing 5 working days P950.00 Regular Processing 7 working days | 3 - 5 minutes | Consular Assistant / Processor |
| | Processor shall issue passport slip for payment. | | 1 minute | Consular Assistant / Processor |
| 2. Applicant shall proceed to the Cashier located at the 2 nd floor of the Office of Consular Affairs building to pay the passport processing fee. | 2. Cashier shall validate the payment received from the applicant and provide receipt. | | 3 - 5 minutes (depends on the number of applicants on que for payment) | Cashier |
| 3. After payment, applicant shall return to DOPS and return the validated passport slip to the Consular Assistant / Processor. | 3. Attach claim stub to the original passport slip and return to the applicant. Advice applicant to proceed to the encoding area. Lastly, attach duplicate copy of the passport slip to the application form and forward | | 1 - 3 minutes | Consular Assistant / Processor |



| | | | | |
|--|--|-------------------------|-----------------------------|--|
| | documents to DOPS Encoding Area. | | | |
| 4. Applicant shall proceed to the DOPS Encoding Area for biometrics capturing. | 4. Encode the applicant's personal information in the passport enrollment set and request applicant to review and confirm the accuracy of information encoded. | | 5 - 10 minutes | Encoder |
| 5. Applicant shall return on the release date indicated on the claim stub. Proceed to the designated window and present the claim stub and receipt to the releasing officer. | 5. Locate e-passport and application form being claimed by applicant. Ask for applicant / representative's signature. | | 8 – 10 minutes | Consular Assistant / Releasing Officer |
| TOTAL: | | P1,200.00 or P950.00 | 21 minutes to 34 minutes | |

1. Revalidation of Diplomatic and Official Philippine Passports

Enshrined in the Philippine Passport Act of 1996 or R.A. 8239 and the Department of Foreign Affairs Department Order 20-99, all diplomatic and official passports must be submitted to the Diplomatic and Official Passports Section of the Office of Consular Affairs for revalidation before each departure of the bearer from the Philippines for any



official business or mission abroad. Processing time for the revalidation / amendment of diplomatic and official passport is two (2) working days.

| Office or Division: | Office of Consular Affairs - Diplomatic and Official Passports Section | | | |
|---|---|--|-----------------|--------------------------------|
| Classification: | Simple | | | |
| Type of Transaction: | Revalidation / Amendment of Diplomatic and Official Philippine Passports (Government to Government) | | | |
| Who may avail: | All permanent and co-terminus Government employees, Presidential appointees and all elected Government officials of the Legislative and Executive | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Accomplished DOPS Revalidation / Amendment Form - DFA-OCA-DOPS-04 (1 original) | | Office of Consular Affairs Website / DOPS Office | | |
| Data page of applicant's old regular / official / diplomatic passport with complete name - first time or renewal of official / diplomatic passport (original passport, 1 photocopy) | | Applicant | | |
| Endorsement letter addressed to DFA (1 original) | | Government agency where applicant is employed | | |
| Signed Travel Authority (1 original / certified true copy) | | Government agency where applicant is employed | | |
| Invitation (if any) (1 photocopy) | | Organizer / Sponsor | | |
| Certificate of No Pending Administrative Case (1 original) | | Human Resource Management Office / Legal Office of the government agency where applicant is employed | | |
| Latest Service Record (1 original) | | Human Resource Management Office of the government agency where applicant is employed | | |
| Appointment paper - for Presidential / CSC appointees (1 certified true copy or photocopy) | | Office of the President / Civil Service Commission | | |
| Oath of Office (for elected officials) (1 certified true copy or photocopy) | | Office of the elected official | | |
| Health Declaration Form | | Entrance gate of Office of Consular Affairs | | |
| Applicant's office ID (1 photocopy) | | government agency where applicant is employed | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant shall drop off the application at the designated drop box of DOPS | 1. Get the submitted application from the drop box | None | 1 minute | Consular Assistant / Processor |



| | | | | |
|--|--|------|---|--|
| | Check the completeness of the documentary requirements submitted. Evaluate and process the submitted documents for the revalidation of diplomatic / official e-passport. | | 3 to 8 minutes upon receipt of form and documents | Consular Assistant / Processor |
| 2. Applicant shall return on the release date indicated on the email or sms. Proceed to the designated window and present the claim stub to the releasing officer. | 2. Inform the applicant via email or sms on the availability for release of the revalidated official/diplomatic passport | | 8 to 10 minutes | Consular Assistant / Releasing Officer |
| | 3. Locate e-passport and application form being claimed by applicant. Ask for applicant / representative's signature. | | | Consular Assistant / Releasing Officer |
| TOTAL: | | None | 12 minutes to 19 minutes | |

3. Issuance of Notes Verbale and Letter Visa Endorsements to Holders of Diplomatic and Official Philippine Passports

Holders of diplomatic and official passports are issued notes verbale and letter visa endorsements if they will be traveling on official business, to countries where visa is required. The notes verbale and letter visa endorsements are addressed only to countries that have representation in the Philippines. Processing time for the issuance of notes verbale and letter visa endorsements for holders of diplomatic and official passport is two (2) working days.



| | | | | |
|---|--|---|---|--|
| Office or Division: | Office of Consular Affairs - Diplomatic and Official Passports Section | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Issuance of Notes Verbale and Letter Visa Endorsements to Holders of Diplomatic and Official Philippine Passports (Government to Government) | | | |
| Who may avail: | All permanent and co-terminous Government employees, Presidential appointees and all elected Government officials of the Legislative and Executive | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Accomplished DOPS Request for Note Verbale Form (DFA-OCA-DOPS-07) | | Office of Consular Affairs Website / DOPS Office | | |
| Data page of applicant's official / diplomatic passport (1 photocopy) | | Applicant | | |
| Signed Travel Authority (1 original / certified true copy) | | Government agency where applicant is employed | | |
| Flight itinerary -for transit (1 photocopy) | | Applicant / Organizer / Sponsor | | |
| Brief job description - for travel / transit in the United States of America | | Applicant / Human Resource Management Office of the government agency where applicant is employed | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant shall drop off the application at the designated drop box of DOPS | 1. Get the submitted application from the drop box | None | 1 minute | Consular Assistant / Processor |
| | Check the completeness of the documentary requirements submitted. Evaluate and process the submitted documents for the revalidation of diplomatic / official e-passport. | | 3 to 8 minutes upon receipt of form and documents | |
| 2. Applicant shall return on the release date indicated on the email or sms. Proceed to the designated window and present the claim | 2. Inform the applicant via email or sms on the availability for release of the revalidated official/diplomatic passport | | 8 to 10 minutes | Consular Assistant / Releasing Officer |



| | | | | |
|--|--|------|--------------------------|--|
| stub to the releasing officer. | | | | |
| 3. Once number is called, applicant shall proceed to the window and present the claim stub and receipt to the releasing officer. | 3. Locate the note verbale / letter visa endorsement being claimed by applicant. Ask for applicant / representative's signature. | | | |
| TOTAL: | | None | 12 minutes to 19 minutes | |

IV. Visa Services

A. Renewal of 9(e) Visa of Foreign Government Officials & Staff and Representatives of Accredited International Organizations, their Dependents, Household Member/s & Newborn Child

| | |
|--|--|
| Office or Division | Visa Division |
| Classification | Complex |
| Type of Transaction | G2G – Government to Government |
| Who may Avail | Foreign Government Officials & Staff/ Representatives of Accredited International Organizations and their Dependents currently posted in the Philippines with valid 9(e) visa For Newborn Child of Diplomats: Dependent child of Foreign Government Officials/ Representatives of Accredited International Organizations born in the Philippines |
| Checklist of Requirements | Where to Secure |
| Note Verbale from the requesting Embassy or International Organization accredited in the Philippines Original Passport of the applicant | From the requesting Embassy or International Organization accredited in the Philippines |



| Application form Two (2) pieces Passport size photos Photocopy of latest valid visa Photocopy of arrival stamp in the Philippines Photocopy of Principals visa and passport (for dependents & household member/s) Photocopy of Birth Certificate (newborn) Additional requirements when deemed necessary (i.e. supporting proof for conversion from 9E3 to 9E1/9E2) | | | | |
|---|---|-----------------|-----------------|--------------------|
| Client Steps | Agency Action | Fees to be Paid | Processing Time | Person Responsible |
| I. All transactions shall be on appointment basis. Kindly send to the Division's official email address at: oca.visa@dfa.gov.ph the advance copies of the documents for pre-vetting and to schedule an appointment. II. Health Declaration Forms must be submitted 1 day prior to scheduled appointment. Entry will not be granted if non-compliant. | <u>For Regular Renewal of 9(e) visa:</u> 1. Initial vetting of the requirements submitted online. If the requirements are complete, the Visa Assistant processes the renewal of 9(e) visa. If there are insufficient requirements, the Visa Assistant will send email to the concerned Embassy/IO to submit the necessary requirements before the renewal will proceed. 2. Compiles the applications for scheduling of the submission of physical requirements. 3. Reviews the submitted physical requirements and | None | 7 working days | Visa Assistant |



| | | | | |
|--|--|--|--|--|
| <p>III. Submission of complete physical documents on scheduled date.</p> <p>IV. Receipt of renewed 9(e) visa on scheduled release date.</p> <p>V. Submission of application form of the newborn child on scheduled date.</p> <p>VI. Client Feedback Form should be accomplished after completion of every transaction.</p> | <p>process the issuance of renewal of 9(e) visa.</p> <p>4. Transmit to the Visa Principal Assistant or to the Director the visa affixed to the passport together with the submitted requirements, for evaluation and approval.</p> <p>5. Releases the visa to the representative of the Foreign Mission or International Organization.</p> <p><u>For Newborn Child of Diplomats:</u></p> <p>1. To send endorsement letter addressed to the Bureau of Immigration - Immigration Regulation Division (BI-IRD).</p> <p>2. Once the BI-IRD put the arrival stamp on the passport, Visa Assistant will now process the issuance of 9(e) visa.</p> <p>3. Follow the steps for regular renewal of 9(e) visa.</p> | | | |
|--|--|--|--|--|



V. Approval and Issuance of APEC Business Travel Card (ABTC) Application

| Office or Division: | Visa Division | |
|--|---|---|
| Classification: | Highly Technical | |
| Type of Transaction: | Government to Business Entity | |
| Who may avail: | Business persons duly endorsed by Certifying Business Organizations (CBO), Direct Applications (Entrepreneurs, MSMEs, Expatriates, and Senior Government Officials) | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| ABTC application form | | https://consular.dfa.gov.ph/visainformation/25-visa/226-apec-business-travel-card |
| Photocopy of applicant's passport | | NBI |
| Bureau of Immigration and National Bureau of Investigation Certification | | From the requesting party |
| Current photo of the applicant | | |
| Resume/Curriculum Vitae | | Employer |
| Employment Certificate | | SEC |
| Certified True Copy of Company's Securities & Exchange Commission registration | | From the requesting party |
| Company Profile | | |
| Organizational Chart | | |
| Latest audited balance sheet of income statement | | |
| Name/Address/Contact Numbers of Business Partners in APEC | | |
| Annual Volume of past and current transaction with business partners in APEC | | |



| <p>Past and current activities in APEC</p> <p>Statement of how the company will benefit from ABTC scheme</p> | | | | |
|--|---|-----------------|------------------|--------------------|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| <p>I. Submission of the endorsed application by the Certified Business Organization (CBO) through the Division's official email address at: oca.visa@dfa.gov.ph</p> <p>II. Health Declaration Forms must be submitted 1 day prior to scheduled appointment. Entry will not be granted if non-compliant.</p> <p>III. Once approved, the applicant or the CBOs may request for an interim card as long as at least ten (10) economies has provided pre-clearance.</p> | <p>1. The Visa Assistant conducts a preliminary assessment of the endorsed application submitted by the CBO through its Liaison Officer, and evaluates and checks if the submitted requirements are complete.</p> <p>2. The Director will decide to approve or deny the application.</p> <p><i>If Approved:</i></p> <ul style="list-style-type: none"> ◦ ABTC Desk Assistant scans the passport, picture and signature of the applicant. He/She also edits the picture and signature to suit the requirements of the ABTC Online Network System; encodes the applicant's details in the Visa Division's local database; and uploads | None | 90 calendar days | Visa Assistant |



| | | | | |
|---|--|--|--|--|
| <p>IV. Client Feedback Form should be accomplished after completion of every transaction.</p> | <p>the application in the ABTC Online Network System for the decision (approved, declined, hold) of other APEC participating economies.</p> <ul style="list-style-type: none">◦ ABTC Desk Assistant monitors on a weekly basis the decision of pre-clearance or permission status of other APEC participating economies in the ABTC Online Network System. Once the application is approved by all the economies, ABTC Desk Assistant will request for a card through the online system of ABTC which will then be printed in Australia.◦ Once the card arrive and receive by OCA-Visa, ABTC Desk Assistant will sort the cards by the CBOs and individuals where the applicants had applied. He/She will inform the CBOs and individuals through email if when | | | |
|---|--|--|--|--|



| | | | | |
|--|--|--|--|--|
| | <p>will the card be available for release.</p> <p><i>If Declined and Hold:</i></p> <ul style="list-style-type: none">◦ If one or more participating economies grant “declined” status, ABTC Desk Assistant will advise the applicant through the LO of the CBOs to directly coordinate with the Embassies of the declining economies through e-mail.◦ If one or more participating economies grant “hold” status, ABTC Desk Assistant inquires with the relevant economies the reason for the hold status for onward transmittal of information to the applicant through the shared ABTC Online Network System. <p><i>If Denied:</i></p> <ul style="list-style-type: none">◦ ABTC Desk Assistant drafts a denial letter to be signed by the | | | |
|--|--|--|--|--|



| | | | | |
|---------------|--|-------------|-------------------------|--|
| | <p>Assistant Secretary to inform the concerned CBOs and individuals stating the grounds for denial or requesting the additional requirements needed to complete the application, through a letter of notice which will be picked-up by the LO of their respective business organization at the Visa Division.</p> <p>◦ The name of the applicant will be included in the database of the list of denied applicants. The denied applicants will have to wait for a year to be able to re-apply again.</p> | | | |
| TOTAL: | | None | 90 calendar days | |

C. Acceptance of Endorsement Letter from Philippine Government Agency, Foreign Government Entity and Private Entity for Issuance of Appropriate Visas at Foreign Service Posts

| | |
|---------------------------|---------------|
| Office or Division | Visa Division |
| Classification | Complex |



| | | | | | |
|--|--|---|------------------------|------------------------|---------------------------|
| Type of Transaction | | Private & Government to Government | | | |
| Who may Avail | | Philippine Government Agency, Foreign Government Entity (FGE), & Private Entity inviting foreign nationals in the Philippines for temporary visit | | | |
| Checklist of Requirements | | Where to Secure | | | |
| Endorsement Letter from the requesting Government Agency, FGE, and Private Entity Copy of applicant's passport Copy of the itinerary of travel | | Philippine Government Agency, FGE, and Private Entity | | | |
| Client Steps | | Agency Action | Fees to be Paid | Processing Time | Person Responsible |
| <p>I.Submission of endorsement letter and other documents from Philippine Government Agency, FGE and Private Entity through the Division's official email address at oca.visa@dfa.gov.ph.</p> <p>II. Health Declaration Forms must be submitted 1 day prior to scheduled appointment. Entry will not be granted if non-compliant.</p> <p>III. Client Feedback Form should be accomplished after</p> | | <p>1. Evaluation of the endorsement request from Private Entity. If the requirements are complete, the Visa Assistant drafts a memorandum for the Secretary through the Office of the Undersecretary for Civilian Security and Consular Concerns (UCSCC) requesting for the approval of the exemption of entry/exit of foreign nationals. If there are insufficient requirements, the Visa Assistant will reply to its email to submit the necessary requirements before its process.</p> <p>2. Upon approval of the Secretary of Foreign Affairs (SFA), the Visa</p> | None | 7 working days | Visa Assistant |



| | | | | |
|----------------------------------|--|--|--|--|
| completion of every transaction. | <p>Assistant drafts a letter to the Bureau of Immigration indicating the passport and flight details of the applicant/s to be repatriated.</p> <p>3. The Visa Director forwards the corrected drafts to the Assistant Secretary of the Office of Consular Affairs (OCA) for his approval and afterwards, for signature of the UCSCC.</p> | | | |
|----------------------------------|--|--|--|--|



INTERNAL SERVICES

A. Transmittal of Applications Received At OCA Aseana/Consular Offices to Foreign Service Posts

| | | |
|----------------------------------|----------------------------------|--|
| OFFICE OR DIVISION | Consular Records Division | |
| Classification | Complex | |
| Type of Transaction: | Government to Government | |
| Who may avail: | Filipino Citizen | |
| Checklist of Requirements | Where to Avail | |
| Submitted documents by Applicant | Received from Window 1 | |



| PROCESS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|---|--|
| 1. Checks the applicant's duly accomplished forms (ROB/ROM/ROD) and its attachments | Receives accomplished vital events forms (ROB/ROM/ROD) and its attachments | None | 5 minutes | CRD Desk Officer |
| 2. Prepares a memorandum for the concerned Foreign Service Posts | Drafts a memorandum addressed to the concerned Foreign Service Posts | None | 5 minutes | CRD Desk Officer |
| 3. Receives the unsigned memorandum | Signs the memorandum addressed to concerned Foreign Service Posts | None | 2 minutes | CRD Acting Director |
| 4. Stamps a control number (for CRD's monitoring purposes) on the signed memorandum. | Sends the signed memorandum together with attachments to the Outgoing Diplomatic Pouch Section | None | Outgoing Pouch cut-off 12:00nn *Per Country/Region : scheduled weekly despatch | CRD Assistant assigned at the DFA-CRD main building Office of Assets Management and Support Services (OAMSS) |
| TOTAL | | None | 12 minutes | |

B. Transmittal of Recorded Vital Events Received from Foreign Service Posts to the Philippine Statistics Authority

| | |
|-----------------------------|----------------------------------|
| OFFICE OR DIVISION | Consular Records Division |
| Classification | Highly Technical |
| Type of Transaction: | Government to Government |



| Who may avail: | | Filipino Citizen | | |
|---|---|------------------|---|--|
| Checklist of Requirements | | | Where to Avail | |
| Recorded Vital Events received from Foreign Service Posts | | | Received from Foreign Service Posts | |
| PROCESS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Checks the notarized reports of vital events (ROB/ROM/ROD) received from the Foreign Service Posts as well as its attachments. (FSPs have a monthly despatch of documents to DFA Home Office) | Receives vital event forms (ROB/ROM/ROD) from Foreign Service Posts | None | 3-10 days | CRD Desk Officer |
| 2. Prepares transmittal report to the Philippine Statistics Authority (PSA) for registration | Drafts a transmittal report addressed to the Philippine Statistics Authority (PSA) | None | 5 minutes | CRD Desk Officer |
| 3. Receives the unsigned transmittal report | Signs the transmittal report addressed to Philippine Statistics Authority (PSA) for registration | None None | 2 minutes | CRD Acting Director |
| 4. Stamps a reference number/despatch number (for CRD's monitoring purposes) on the transmittal report | Sends the signed transmittal report together with attachments to the Philippine Statistics Authority (PSA) for registration | None | CRD transmits reports to PSA weekly for each month | CRD Desk Officer |
| 5. Stamps "RECEIVED" on the transmittal report | Receives the transmittal reports together with the attachments | None | * Excludes travelling time from DFA to PSA in Quezon City, and PSA also receives reports from LCRs from | CRD desk officer and PSA receiving personnel |



| | | | | |
|-------|--|------|-----------------------------------|--|
| | | | other cities and municipalities | |
| Total | | None | 3-10 days and 7 minutes preparing | |

Visa Division

I. Authority to Issue Visas at Post

A. Of 9(a) Visa to Restricted Foreign Nationals

| | | | | |
|---|---|---|------------------------|---|
| Office or Division: | | Visa Division, Application at Foreign Service Posts | | |
| Classification: | | Highly Technical, Multi-Stage Processing | | |
| Type of Transaction: | | Government to Government | | |
| Who may avail: | | Any Foreign National through Foreign Service Post | | |
| CHECKLIST OF REQUIREMENTS | | | | WHERE TO SECURE |
| Fax communication from concerned Foreign Service Post requesting for authority to issue visa Copy of applicant's passport Copy of applicant's application form Results of records check from Bureau of Immigration and National Intelligence Coordinating Agency | | | | From the concerned/ requesting Foreign Service Post |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submission of the necessary required documents to Foreign Service Post | 1. The concerned Foreign Service Post will transmit to Visa Division its request for authority to issue visa. | None | 15 working days | Visa Assistant |



| | | | | |
|---------------|---|-------------|------------------------|--|
| | <p>2. Upon receipt of the said request, the Visa Assistant evaluates the application and request for records check.</p> <p>3. Upon receipt of the results of the records check, the following steps shall be made:</p> <ul style="list-style-type: none"> ◦ If there is no derogatory information, a fax communication is sent, authorizing the concerned Foreign Service Post to issue the 9(a) visa with the appropriate number of entries and duration of validity to the applicant. ◦ If there is derogatory information, a fax communication is sent, providing necessary instructions and appropriate action for the concerned FSP to address the derogatory information. | | | |
| TOTAL: | | None | 15 working days | |

B. Of 9(f) Visa Endorsed by PH Schools and Universities

| | |
|-----------------------------|--|
| Office or Division: | Visa Division |
| Classification: | Highly Technical; Multi-stage Processing |
| Type of Transaction: | Government to Government |



| | |
|-----------------------|--|
| Who may avail: | Accredited PH Schools and Universities |
|-----------------------|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| <p>Letter of endorsement for the college/university</p> <p>Notice of Acceptance from the college/university</p> <p>Personal History Statement (5 copies)</p> <p>Transcript of records duly authenticated by the Philippine Embassy or Consulate</p> <p>Notarized Affidavit of Support with proof of adequate financial support from the student's sponsor</p> <p>Photocopy of applicant's passport</p> <p>Certified true copy of Certificate of Eligibility from Commission on Higher Education (for medical students only)</p> | <p>From the requesting PH Schools and Universities</p> |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--------------------|
| Submission of endorsement letter and other documents from the requesting PH schools and universities to the Visa Assistant. | <ul style="list-style-type: none"> ◦ The school's official liaison officer submits to Visa Division the application of the foreign students. ◦ Visa Assistant drafts the request for derogatory check through letter communications. ◦ Upon receipt of the results of records | None | 15 working days | Visa Assistant |



| | | | | |
|---------------|---|-------------|------------------------|--|
| | check, the Visa Assistant will draft the authority to issue visa to the concerned Foreign Service Post. | | | |
| TOTAL: | | None | 15 working days | |

C. Of 9(a) Visa Convertible to 9(f), 9(g), 47(a)(2), and 47(b)

| | | | | |
|--|---|--|--|---------------------------|
| Office or Division: | | Visa Division; Application at Foreign Service Post | | |
| Classification: | | Highly Technical; Multi-Stage Processing | | |
| Type of Transaction: | | Government to Government | | |
| Who may avail: | | Any Foreign National through Foreign Service Post | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <p>Fax communication from concerned Foreign Service Post requesting for authority to issue visa</p> <p>Copy of applicant's passport</p> <p>Copy of applicant's application form</p> <p>Results of records check from Bureau of Immigration and National Intelligence Coordinating Agency</p> | | | <p>From the concerned/ requesting Foreign Service Post</p> | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Submission of the necessary required documents to Foreign Service Post | 1. The concerned Foreign Service Post will transmit to Visa | None | 15 working days | Visa Assistant |



| | | | | |
|--|--|--|--|--|
| | <p>Division its request for authority to issue visa.</p> <p>2. Upon receipt of the said request, the Visa Assistant evaluates the application and request for records check.</p> <p>3. Upon receipt of the results of the records check, the following steps shall be made:</p> <ul style="list-style-type: none"> ◦ If there is no derogatory information, a fax communication is sent, authorizing the concerned FSP to issue the 9(a) visa with the appropriate number of entries and duration of validity to the applicant. ◦ If there is derogatory information, a fax communication is sent, providing necessary instructions and appropriate action for the concerned FSP to address the derogatory information. ● <i>For 47(a)(2) applications:</i> | | | |
|--|--|--|--|--|



| | | | | |
|---------------|--|-------------|------------------------|--|
| | <ul style="list-style-type: none"> ◦ The Visa Assistant will request for verification with the Philippine Economic Zone Authority (PEZA) whether a pending application has been made or not. ◦ A letter reply from PEZA will be received and it will be transmitted to the Foreign Service Post through fax communication. | | | |
| TOTAL: | | None | 15 working days | |

D. Of 9(g) Visa by Virtue of Bureau of Immigration Endorsement

| | |
|---|---|
| Office or Division: | Visa Division |
| Classification: | Complex; Multi-Stage Processing |
| Type of Transaction: | Government to Government |
| Who may avail: | Foreign Nationals endorsed by the Bureau of Immigration |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| Endorsement letter from Bureau of Immigration and for transmittal to concerned Foreign Service Post | 9(g) endorsement from the Bureau of Immigration |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------------|--------------------|
| Philippine-based company will submit the necessary documents for the 9(g) application of a foreign national to the Bureau of Immigration. | The Visa Assistant will receive an endorsement letter from the Bureau of Immigration and transmit to the concerned Foreign Service Post. | None | 7 working days | Visa Assistant |
| TOTAL: | | None | 7 working days | |

E. Of 47(a)(2) Visa by Virtue of Department of Justice Endorsement

| Office or Division: | Visa Division | | | |
|---|--|-----------------|---|--------------------|
| Classification: | Complex; Multi-Stage Processing | | | |
| Type of Transaction: | Government to Government | | | |
| Who may avail: | Foreign Nationals endorsed by the Department of Justice | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Endorsement letter from Department of Justice and for transmittal to concerned Foreign Service Post | | | 47(a)(2) endorsement from the Bureau of Immigration | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Accredited entities and programs will submit the necessary documents for the 47(a)(2) application of a foreign national | The Visa Assistant will receive an endorsement letter from the Department of Justice and transmit to the concerned Foreign Service Post. | None | 7 working days | Visa Assistant |



| | | | | |
|-------------------------------|--|-------------|-----------------------|--|
| to the Department of Justice. | | | | |
| TOTAL: | | None | 7 working days | |

F. Of 9(e) Visa for Incoming Foreign Government Officials and International Organizations

| | | | | |
|---|---|--|---|---------------------------|
| Office or Division: | | Visa Division | | |
| Classification: | | Complex | | |
| Type of Transaction: | | Government to Government | | |
| Who may avail: | | Foreign Government and Philippine Accredited International Organizations | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <p>Note Verbale/Letter of Endorsement from requesting Embassy/Consulate/Philippine Accredited International Organization and fax communication from Foreign Service Post requesting for authority</p> <p>Copy of applicant's passport</p> <p>Proof of marital union (for dependent spouse only)</p> <p>Copy of previously issued visa (for renewal)</p> | | | <p>From the requesting Embassy/Philippine Accredited International Organization</p> | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Submission of the necessary required | 1. The Visa Assistant evaluates and accepts | None | 7 working days | Visa Assistant |



| | | | | |
|---------------------------------|--|-------------|-----------------------|--|
| documents to the Visa Assistant | <p>the application if the requirements are complete.</p> <p>2. The Visa Assistant requests for records check. Upon receipt of the results of the records check, the following steps shall be made:</p> <ul style="list-style-type: none"> ◦ If there is no derogatory information, a fax communication is sent, authorizing the concerned Foreign Service Post to issue the 9(e) visa with the appropriate number of entries and duration of validity to the applicant. ◦ If there is derogatory information, a fax communication is sent, providing necessary instructions and appropriate action for the concerned Foreign Service Post to address the derogatory information. | | | |
| TOTAL: | | None | 7 working days | |



FEEDBACK AND COMPLAINTS MECHANISM FOR DFA ASEANA

How to send feedback?

Fill out the client feedback form distributed or available at the counter.

Drop accomplished form at the designated drop box located in the front desk.

Or participate in the “Happy” or “Not” feedback kiosks found at the Consular Offices.

Or email the Clients’ Concerns Unit at oca.concerns@dfa.gov.ph.



| | |
|---|--|
| <p><i>How feedbacks are processed?</i></p> | <p>The Client's Concerns Unit collects all feedback forms and submits these to the Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the concerned Division or Unit who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following mobile numbers: 0977-353-3942(Globe) and 0961-567-9324(Smart). Or email address: Oca.concerns@dfa.gov.ph.</p> |
| <p><i>How to file a complaint?</i></p> | <p>For filing of complaints, please fill out the Public Assistance and Complaints (PAC) Form and submit to the PAC Desk Officer</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000 or mobile numbers: 0977-353-3942(Globe) and 0961-567-9324(Smart).</p> |



**Contact Information
of Office of Consular
Affairs Divisions,
Presidential
Complaints Center
(PCC),
CSC Contact Center
ng Bayan (CCB),
Anti-Red Tape
Authority (ARTA)**

(02) 8834-4000, 0977-353-3942(Globe) and 0961-567-9324(Smart)

passportconcerns@dfa.gov.ph

Oca.concerns@dfa.gov.ph

Oca.authentication@dfa.gov.ph

Oca.crd@dfa.gov.ph

Oca.cl@dfa.gov.ph

Oca.dops@dfa.gov.ph

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan: 0908-881-6565 (SMS)

Anti-Red Tape Authority: 8478-5091/ 8478-5099

CONSULAR OFFICE NCR - CENTRAL



EXTERNAL SERVICES





I. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals under relevant local laws, such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, including the 1963 Vienna Convention on Consular Relations and the Convention on International Civil Aviation.

The Consular Office in NCR-Central offers its passport services for those entitled to Courtesy Lane services, especially Overseas Filipino Workers.

1. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | Consular Office- NCR Central | | |
|--|------------------------------|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 1. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|---|
| 1.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are: | Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy) | passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |



| | | |
|-------------------------------------|--|---|
| 4.1. Parent/s; or | Printed Application Form with E-Receipt | passport.gov.ph |
| | PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt | passport.gov.ph |
| | Court Order (present original and 1 photocopy) | Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt | passport.gov.ph |
| | Special Power of Attorney (1 original) | Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt | passport.gov.ph |
| | Valid Solo Parent Identification Card (present original and 1 photocopy) | City/Municipal Social Welfare and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.passport.gov.ph |
| | Valid OWWA E-card (present original and 1 photocopy) | Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.passport.gov.ph |
| | Valid employment contract (present original and 1 photocopy) | Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.passport.gov.ph |
| | Valid work visa (present original and 1 photocopy) | |



| | | |
|------------------------------------|--|---|
| | | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | onlineappform.passport.gov.ph Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |

| Checklist of Requirements | Where to Get |
|---|---|
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |



| | |
|---|---|
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| For lost valid passport: Affidavit of Loss Police Report PSA Birth certificate (if no photocopy of passport) Valid ID *Please note that there is a 15-day clearing period for lost valid passport applications | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| For lost expired passport: Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| For mutilated passport: Affidavit of Explanation Mutilated Passport | Notary Public DFA |
| For applicants with travel document: Original Travel Document (original) | FSP |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| For minor applicants: <i>Same additional requirements stated above may be required on a case-by-case basis.</i> | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| <i>*Some additional requirements stated above may be required from some applicants depending on their case.</i> | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---------------------------|-----------------|
| CORE REQUIREMENTS | |



| | |
|--|--|
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth or Certificate of Foundling (present original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (present original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| If PSA Document is unreadable: Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy) | Local Civil Registrar |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (present original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (present original, 1 photocopy) PSA Death Certificate of spouse (present original, 1 photocopy) | |
| For dual citizens (RA9225): Dual Citizenship documents (present original, 1 photocopy) Identification Certificate or Oath of Allegiance or Order of Approval (present original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(present original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|---|--|
| Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (present original, 1 photocopy) or PSA Certificate of Foundling (present original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| If PSA Document is unreadable: Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy) | Local Civil Registrar |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| | |
|--|--|
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |



| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | | Notary Public BI | | |
|--|--|---|-----------------|---|
| <i>For applicants with mutilated passports:</i> Affidavit of Explanation (1 original) Mutilated passport (to be surrendered) | | Notary Public DFA | | |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Securing An Appointment | | | | |
| 1. Secure an appointment from ncrcentral.so@dfa.gov.ph . | 1. Agency to schedule the applicant. | None | 1 to 2 days | CO Administrative Officer |
| On day of Appointment | | | | |
| 1. Present appointment email and fill out the Health Declaration Form. | 1. Verify the appointment and issue a HDF for the applicant to fill out. | None | 5 minutes | Information and Public Assistance Officer |
| 2. Fill-out and submit the passport application form in the front desk | 2. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |



| | | | | |
|--|--|------|------------|---|
| 3. Submit the required documents to Front Desk Personnel for initial assessment and verification | 3. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 4. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | Verifier |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queueing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their | None | 15 minutes | Processor Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|--|--|-----------|---------|
| | <p>new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail</p> | 5 minutes | Cashier |

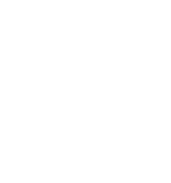


| | | | | |
|---|---|--|------------|----------------------------|
| | | <p>the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | | |
| <p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | None | 15 minutes | <i>Encoder</i> |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |



| | | | |
|--------------|---|--------------------------|--|
| Total | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 15 minutes | |
|--------------|---|--------------------------|--|

INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | |
|----------------------------|------------------------------|
| Office or Division: | Consular Office- NCR Central |
| Classification: | Simple |



| | | | | |
|--|--|--|------------------------|-------------------------------|
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|--|------|--------|--|
| | application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- NCR Central | | |
|--|---|---|-------------------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCE SSING TIME | PERSON RESPONSIBLE |
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the | None | 16 days | <i>Communications Officer</i> |



| | | | | |
|---|---|------|---------|-------------------------------|
| | document through pouch | | | |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | | | | |
|--|--|--|------------------------|-------------------------------|
| Office or Division: | | Consular Office- NCR Central | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|---|--|------|---------|-------------------------------|
| | 4. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 2. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|---|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident |



| | |
|---|--|
| | - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO NCR-CENTRAL - (02) 8631 0806; ncrcentral.so@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE NCR – EAST

EXTERNAL SERVICES



I. AUTHENTICATION SERVICES

1. Authentication / Apostille

Philippine public documents must be authenticated by the DFA to be validly used in another sovereign state's jurisdiction.

| Office/Division: | CONSULAR OFFICE NCR - EAST |
|---|--|
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | All |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Applicant | |
| Government Issued Identification (ID) Card (1 Original and 1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Representative | |
| Authorization Letter | |
| Government Issued ID of Applicant (1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Government Issued ID of Representative (1 Original, 1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Other requirements (depending on the document for Authentication) | |
| 1. NBI Clearance/Sundry | |
| <ul style="list-style-type: none"> Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i> | NBI |
| 2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records | |
| <ul style="list-style-type: none"> Original document issued by PSA/NSO | PSA |
| <ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i> | Local Civil Registrar's Office |
| 3. School documents | |
| a. Elementary and High School Level (Form 137 and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Elementary/High School |



| | |
|--|--|
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from DepEd Regional Office | DepEd Regional Office which has jurisdiction over the school |
| b. Technical and Vocational Courses (TOR and/or Diploma/National Certificate) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Technical/Vocational School |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from TESDA | TESDA Office which has jurisdiction over the school |
| c. Private/Local Colleges and Universities (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Private/Local College/University |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from CHED | CHED Office which has jurisdiction over the school |
| d. State Universities and Colleges (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school | State University/College |
| 4. PRC document/s | |
| <ul style="list-style-type: none"> • Certified True Copy from PRC | PRC |
| 5. Medical Certificate/s | |
| a. For employment | |
| <ul style="list-style-type: none"> • DOH stamp per document | DOH |
| b. For other purposes | |
| <ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate | DOH |
| 6. CAAP document/s | |
| <ul style="list-style-type: none"> • Certified by CAAP | CAAP |
| 7. Driver's License | |
| <ul style="list-style-type: none"> • Certification | LTO (main branch only) |
| 8. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity | |
| <ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments | Notary Public |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 9. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit | |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice- | Regional Trial Court which has jurisdiction over the notary public |



| Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | | | | |
|---|--|--------------------------------|-----------------|---|
| 10. Court document/s (Decision, Resolution, Order) | | | | |
| • Certified True Copy from the court | | Court where the case was filed | | |
| 11. Immigration Record/s | | | | |
| • Certified by BI | | BI | | |
| 12. DSWD Clearance | | | | |
| • Original document issued by DSWD | | DSWD | | |
| 13. Police Clearance/Sundry | | | | |
| • Original document issued by PNP | | Police Station | | |
| 14. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.) | | | | |
| • Certified True Copy from the issuing office | | SEC / DTI / BIR / SSS / BPLO | | |
| 15. Barangay Clearance/Certificate | | | | |
| • Mayor's certification/clearance | | Mayor's Office | | |
| 16. Export document/s | | | | |
| • Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document | | PCCI / DOH / DA / BFAD | | |
| 17. Issuances by Philippine Embassy / Consulate to be used abroad | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Filing of documents for Authentication / Apostille | | | | |
| Securing An Appointment | | | | |
| 3. Secure an appointment from ncreast.so@dfa.gov.ph . | 2. Agency to schedule the applicant. | None | 1 to 2 days | CO Administrative Officer |
| On day of Appointment | | | | |
| 1. Present appointment email and fill out the Health Declaration Form. | 1. Verify the appointment and issue a HDF for the applicant to fill out. | None | 5 minutes | Information and Public Assistance Officer |
| 2. Present document/s for authentication for initial evaluation at the Authentication Information Counter. | 2. Conduct initial evaluation on the document/s and answer queries concerning authentication | - | 5 minutes | Authentication Processor |



| | | | | |
|---|--|---|--|--|
| | requirements and procedures. 1.1 Issue queuing number and provide application form to be filled out by applicant/ representative | | | |
| 3. Fill out application form and wait for queuing number to be called at the Processing area. | 3. None | - | 1 hour | |
| 4. Submit accomplished application form, document/s for authentication, government issued ID, and authorization letter (for representatives) to the Processor for evaluation. | 4. Evaluate if documents presented by the applicant/ representative are complete and in order. Verify the signature of the official who signed the document. 4.1 Print and issue Authentication Slip to the applicant, indicating the date and time of release. | - | 30 minutes | <i>Authentication Processor</i> |
| 5. Present Authentication Slip and pay the appropriate authentication fee to the Cashier. | 5. Collect the appropriate authentication fee from the applicant/ representative, as indicated on the Authentication Slip. | Regular: PHP100 per document Expedite: PHP200 per document | 5 minutes | <i>Cashier</i> |
| | 6. Encode and issue Apostille / Authentication Certificate. 6.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication | | 2 Working Days and 6 Working Hours) 20 Days* (for special cases needing further verification by | <i>Authentication Backend</i> <i>Authentication VAFIS Personnel</i> |



| | | | | |
|---|--|---|--|---|
| | Certificate upon confirmation. | | issuing agency outside the DFA) | |
| Releasing of Authenticated documents | | | | |
| 1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area. | 1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 15 minutes | |
| 2. Present government issued ID at the appropriate releasing window. | 2. Check original government issued ID of applicant/ representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/ Apostille document/s to the applicant/ representative. | - | 5 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Check accuracy and completeness of authenticated document/s received. | 3. Provide Client Feedback Form to the applicant/ representative | - | | |
| TOTAL: | | Regular: PHP100 per document Expedite: PHP200 per document | Regular: 3 Days Expedite: 1 Working Day | |
| Releasing of Pending and Correction documents | | | | |



| | | | | |
|--|--|------|------------|---|
| 1. Proceed to the Pending and Correction window for evaluation. | 1. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area. | - | 10 minutes | <i>Authentication Releasing Personnel</i> |
| 2. Wait for name to be called at the Pending and Correction area. | 2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 30 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Present government issued ID to claim the authenticated document/s. | 3. Check original government issued ID of applicant/ representative. 3.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 3.2 Release authenticated/ Apostille document/s to the applicant/ representative. | - | 5 minutes | <i>Authentication Releasing Personnel</i> |
| 4. Check accuracy and completeness of authenticated / Apostille document/s received. | 4. Provide Client Feedback Form to the applicant/ representative. | - | | |
| TOTAL: | | None | 45 minutes | |



I. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|---|--|
| Office or Division: | CONSULAR OFFICE NCR - EAST |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) | PSA |



| | |
|---|--|
| Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |



| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | PSA Notary Public | | |
|--|---|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | completeness of documents | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE NCR - EAST |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|---------------------------|
| Office or Division: | Consular Office- NCR Easr |
| Classification: | Highly Technical |



| Type of Transaction: | | G2C – Government to Citizen | |
|---|--|--|---|
| Who May Avail | | List of Requirements | Where to Get |
| 1. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are: | | Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy) | passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pa ssport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|--|
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|--|---|-----------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Securing an appointment | | | | |
| 1. Secure an appointment from ncreast@dfa.gov.ph | Agency to schedule the applicant. | None | 1 to 2 days | CO Administrative Officer |
| On day of appointment | | | | |
| 1. Present appointment email and fill out the Health Declaration Form. | 1. Verify the appointment and issue a HDF for the applicant to fill out. | None | 5 minutes | Information and Public Assistance Officer |
| 2. Fill-out and submit the passport application form in the front desk | 2. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 3. Submit the required documents to Front Desk Personnel for initial assessment and verification | 3. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 4. Wait for the issuance of queueing number in the front desk | 4. Issue a queueing number for the qualified applicant. 4.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |
| 5. Wait for the number to be called inside the processing area | 5. Verify if the applicant is included in the Department's Look-Out-List (LOL) | None | 15 minutes | Verifier |



| | | | | |
|---|---|------|------------|---|
| | 5.1 Forward the passport application forms to the Processing Counter | | | |
| <p>6. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>6.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>6.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>6. Receive the queueing number, conduct interviews and verify the authenticity of the documents</p> <p>6.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>6.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>6.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>6.2.2 If the applicant opted for delivery, cancel the old passport</p> | None | 15 minutes | <p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |



| | | | | |
|---|--|---|------------|---------|
| | 6.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details | | | |
| 7. Pay the required fees at the Cashier | <p>7. Accept the payment based on the amount indicated in the official receipt</p> <p>7.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 8. Proceed to the Encoding Area | 8. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan | None | 15 minutes | Encoder |



| | | | | |
|--|---|---|-----------------------|----------------------------|
| 8.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct. | <p>necessary documents</p> <p>8.1 Save the data of the applicant</p> <p>8.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>9. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>9.1 Receive the passport</p> | <p>9. Receive the official receipt then verify and locate the passport</p> <p>9.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 15 minutes | |





INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | |
|-----------------------------|-----------------------------|
| Office or Division: | Consular Office- NCR East |
| Classification: | Simple |
| Type of Transaction: | G2C- Government to Citizens |



| | | | | |
|--|---|--|-----------------|------------------------|
| Who may avail: | | DFA Personnel assigned at the Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to | None | 3 days | Administrative Officer |



| | | | | |
|--------------|---|------|--------------------|--|
| | the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | | | |
| TOTAL | | None | 3 d a y s | |

II. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- NCR East | | |
|--|---|---|------------------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|---|---|------|---------|------------------------|
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | | | | |
|--|-----------------------|--|------------------------|---------------------------|
| Office or Division: | | Consular Office- NCR East | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|--|------|---------|-------------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 4. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 2. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|---|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |



| | |
|--|--|
| <p><i>How to file a complaint?</i></p> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <p><i>How complaints are processed?</i></p> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO NCR-EAST - (02) 8234 2478; (02) 8234 5062; ncreast.so@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB),</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |





CONSULAR OFFICE NCR – NORTH

EXTERNAL SERVICES



I. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE NCR - NORTH |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: | Bureau of Immigration (BI) |



| | |
|---|--|
| Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) | PSA Notary Public |



| If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

B. Renewal of a Regular Passport



| | |
|--|--|
| Office or Division: | CONSULAR OFFICE NCR - NORTH |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA |



| | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | | |
|--|---|--|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|----------------------------|
| Office or Division: | Consular Office- NCR North |
|----------------------------|----------------------------|



| Classification: | Highly Technical | | |
|--|-----------------------------|---|--|
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 6. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pa ssport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|---|---|
| <p>If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | |
| <p>If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA Notary Public</p> |
| <p>Old documents to establish identity: School Records Baptismal Certificate NBI Clearance</p> | <p>School Relevant Church NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph DFA</p> |
| <p>PSA Birth Certificate (1 original, 1 photocopy)</p> | <p>PSA</p> |
| <p>Passport or Valid Government ID of either parent (present original, 1 photocopy)</p> | <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>School ID (for 7 years old and above)</p> | <p>School</p> |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA Notary Public</p> |
| <p>Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD</p> |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|-----------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Securing An Appointment | | | | |
| 1. Secure an appointment from ncrnovaliches.so@dfa.gov.ph . | 1. Agency to schedule the applicant. | None | 1 to 2 days | CO Administrative Officer |
| On day of Appointment | | | | |
| 1. Present appointment email and fill out the Health Declaration Form. | 1. Verify the appointment and issue a HDF for the applicant to fill out. | None | 5 minutes | Information and Public Assistance Officer |
| 2. Fill-out and submit the passport application form in the front desk | 2. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 3. Submit the required documents to Front Desk Personnel for initial assessment and verification | 3. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 4. Wait for the issuance of queueing number in the front desk | 4. Issue a queuing number for the qualified applicant. 4.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |
| 5. Wait for the number to be called inside the processing area | 5. Verify if the applicant is included in the | None | 15 minutes | Verifier |



| | | | | |
|---|---|------|------------|---|
| | <p>Department's Look-Out-List (LOL)</p> <p>4.1 Forward the passport application forms to the Processing Counter</p> | | | |
| <p>6. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>6.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>6.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>6. Receive the queueing number, conduct interviews and verify the authenticity of the documents</p> <p>6.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>6.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>6.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>6.2.2 If the applicant opted for</p> | None | 15 minutes | <p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |



| | | | | |
|---|--|---|------------|---------|
| | <p>delivery, cancel the old passport</p> <p>6.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 7. Pay the required fees at the Cashier | <p>7. Accept the payment based on the amount indicated in the official receipt</p> <p>7.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 8. Proceed to the Encoding Area | 8. Encode the applicant's biographical data, capture the applicant's photo | None | 15 minutes | Encoder |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| 8.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct. | <p>and biometric details and scan necessary documents</p> <p>8.1 Save the data of the applicant</p> <p>8.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>9. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>9.1 Receive the passport</p> | <p>9. Receive the official receipt then verify and locate the passport</p> <p>9.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|--|------------------------|------------------------|-------------------------------|
| Office or Division: | Consular Office- North | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file | | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | Hospital or Clinic | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In- | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- North | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- North |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|--|---|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO NCR-NORTH - (02) 8372 7902; ncrnovaliches.so@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



| | |
|-------------------------|--|
| <i>Authority (ARTA)</i> | |
|-------------------------|--|



CONSULAR OFFICE NCR – NORTHEAST

EXTERNAL SERVICES



I. AUTHENTICATION SERVICES

1. Authentication / Apostille

Philippine public documents must be authenticated by the DFA to be validly used in another sovereign state's jurisdiction.

| Office/Division: | CONSULAR OFFICE NCR - NORTHEAST |
|---|--|
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | All |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Applicant | |
| Government Issued Identification (ID) Card (1 Original and 1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Representative | |
| Authorization Letter | |
| Government Issued ID of Applicant (1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Government Issued ID of Representative (1 Original, 1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Other requirements (depending on the document for Authentication) | |
| 18. NBI Clearance/Sundry | |
| <ul style="list-style-type: none"> Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i> | NBI |
| 19. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records | |
| <ul style="list-style-type: none"> Original document issued by PSA/NSO | PSA |
| <ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i> | Local Civil Registrar's Office |
| 20. School documents | |
| e. Elementary and High School Level (Form 137 and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Elementary/High School |



| | |
|--|--|
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from DepEd Regional Office | DepEd Regional Office which has jurisdiction over the school |
| f. Technical and Vocational Courses (TOR and/or Diploma/National Certificate) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Technical/Vocational School |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from TESDA | TESDA Office which has jurisdiction over the school |
| g. Private/Local Colleges and Universities (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Private/Local College/University |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from CHED | CHED Office which has jurisdiction over the school |
| h. State Universities and Colleges (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school | State University/College |
| 21. PRC document/s | |
| <ul style="list-style-type: none"> • Certified True Copy from PRC | PRC |
| 22. Medical Certificate/s | |
| c. For employment | |
| <ul style="list-style-type: none"> • DOH stamp per document | DOH |
| d. For other purposes | |
| <ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate | DOH |
| 23. CAAP document/s | |
| <ul style="list-style-type: none"> • Certified by CAAP | CAAP |
| 24. Driver's License | |
| <ul style="list-style-type: none"> • Certification | LTO (main branch only) |
| 25. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity | |
| <ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments | Notary Public |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 26. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit | |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice- | Regional Trial Court which has jurisdiction over the notary public |



| Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | | | | |
|---|--|--------------------------------|-----------------|--|
| 27. Court document/s (Decision, Resolution, Order) | | | | |
| • Certified True Copy from the court | | Court where the case was filed | | |
| 28. Immigration Record/s | | | | |
| • Certified by BI | | BI | | |
| 29. DSWD Clearance | | | | |
| • Original document issued by DSWD | | DSWD | | |
| 30. Police Clearance/Sundry | | | | |
| • Original document issued by PNP | | Police Station | | |
| 31. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.) | | | | |
| • Certified True Copy from the issuing office | | SEC / DTI / BIR / SSS / BPLO | | |
| 32. Barangay Clearance/Certificate | | | | |
| • Mayor's certification/clearance | | Mayor's Office | | |
| 33. Export document/s | | | | |
| • Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document | | PCCI / DOH / DA / BFAD | | |
| 34. Issuances by Philippine Embassy / Consulate to be used abroad | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Filing of documents for Authentication / Apostille | | | | |
| Securing an Appointment | | | | |
| 1. Secure an appointment from dfancrne.authentication@gmail.com | Agency to schedule the applicant. | None | 1 to 2 days | CO Administrative Officer |
| On day of Appointment | | | | |
| 1. Present appointment email and fill out the Health Declaration Form. | 1. Verify the appointment and issue a HDF for the applicant to fill out. | None | 5 minutes | Information and Public Assistance Center |
| 2. Present document/s for authentication | 2. Conduct initial evaluation on the document/s and | - | 5 minutes | Authentication Processor |



| | | | | |
|---|--|---|--|--|
| for initial evaluation at the Authentication Information Counter. | answer queries concerning authentication requirements and procedures. 2.1 Issue queuing number and provide application form to be filled out by applicant/ representative | | | |
| 3. Fill out application form and wait for queuing number to be called at the Processing area. | 3. None | - | 1 hour | |
| 4. Submit accomplished application form, document/s for authentication, government issued ID, and authorization letter (for representatives) to the Processor for evaluation. | 4. Evaluate if documents presented by the applicant/ representative are complete and in order. Verify the signature of the official who signed the document. 4.1 Print and issue Authentication Slip to the applicant, indicating the date and time of release. | - | 30 minutes | <i>Authentication Processor</i> |
| 5. Present Authentication Slip and pay the appropriate authentication fee to the Cashier. | 5. Collect the appropriate authentication fee from the applicant/ representative, as indicated on the Authentication Slip. | Regular: PHP100 per document Expedite: PHP200 per document | 5 minutes | <i>Cashier</i> |
| | 6. Encode and issue Apostille / Authentication Certificate. 6.1 If for verification, confirm with issuing agency. Encode and | | 2 Working Days and 6 Working Hours) 20 Days* (for special cases needing | <i>Authentication Backend</i> <i>Authentication VAFIS Personnel</i> |



| | | | | |
|---|--|---|---|---|
| | issue Apostille / Authentication Certificate upon confirmation. | | further verification by issuing agency outside the DFA) | |
| Releasing of Authenticated documents | | | | |
| 1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area. | 1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 15 minutes | |
| 2. Present government issued ID at the appropriate releasing window. | 2. Check original government issued ID of applicant/ representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/ Apostille document/s to the applicant/ representative. | - | 5 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Check accuracy and completeness of authenticated document/s received. | 3. Provide Client Feedback Form to the applicant/ representative | - | | |
| TOTAL: | | Regular: PHP100 per document Expedite: | Regular: 3 Days Expedite: 1 Working Day | |



| | | | | |
|--|--|---------------------------|------------|---|
| | | PHP200 per document | | |
| Releasing of Pending and Correction documents | | | | |
| 1. Proceed to the Pending and Correction window for evaluation. | 2. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area. | - | 10 minutes | <i>Authentication Releasing Personnel</i> |
| 2. Wait for name to be called at the Pending and Correction area. | 2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 30 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Present government issued ID to claim the authenticated document/s. | 3. Check original government issued ID of applicant/ representative. 3.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 3.2 Release authenticated/ Apostille document/s to the applicant/ representative. | - | 5 minutes | <i>Authentication Releasing Personnel</i> |
| 4. Check accuracy and completeness of authenticated / Apostille document/s received. | 4. Provide Client Feedback Form to the applicant/ representative. | - | | |



| | | | |
|---------------|------|------------|--|
| TOTAL: | None | 45 minutes | |
|---------------|------|------------|--|

II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|---|--|
| Office or Division: | CONSULAR OFFICE NCR - NORTHEAST |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: | PSA |



| | |
|---|--|
| PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| School ID (for 7 years old and above) | School | | | |
|--|---|--|---|--|
| ADDITIONAL REQUIREMENTS FOR MINORS | | | | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | PSA Notary Public | | |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor’s companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor’s companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |



| | | | | |
|---|---|--|--|--------------------------|
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



| | | | |
|--|----------------------|--|--|
| | electronic passport) | | |
|--|----------------------|--|--|

B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE NCR - NORTHEAST |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |



| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|--|--|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |



| | | | | |
|---|--|--|---|----------------------------------|
| <p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5. check receipt and locate passport</p> <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | <p>None</p> | <p>*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | <p><i>Releasing Officers</i></p> |
| <p>Total</p> | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.



| Office or Division: | CONSULAR OFFICE- NCR NORTHEAST | | |
|--|--------------------------------|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 7. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|---|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pas sport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pas sport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pas sport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pas sport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|---|---|
| <p>If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | |
| <p>If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA Notary Public</p> |
| <p>Old documents to establish identity: School Records Baptismal Certificate NBI Clearance</p> | <p>School Relevant Church NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph DFA</p> |
| <p>PSA Birth Certificate (1 original, 1 photocopy)</p> | <p>PSA</p> |
| <p>Passport or Valid Government ID of either parent (present original, 1 photocopy)</p> | <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>School ID (for 7 years old and above)</p> | <p>School</p> |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA Notary Public</p> |
| <p>Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD</p> |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|--|---|-----------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Secure an Appointment | | | | |
| 1. Secure an appointment from dfancrne.processing@gmail.com . | Agency to schedule the applicant. | None | 1 to 2 days | CO Administrative Officer |
| On the day of Appointment | | | | |
| 1. Present appointment email and fill out the Health Declaration Form | 1. Verify the appointment and issue a HDF for the applicant to fill out. | None | 5 minutes | Information and Public Assistance Officer |
| 2. Fill-out and submit the passport application form in the front desk | 2. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 3. Submit the required documents to Front Desk Personnel for initial assessment and verification | 3. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 4. Wait for the issuance of queueing number in the front desk | 4. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 5. Wait for the number to be called inside the processing area | 5. Verify if the applicant is included in the Department's Look-Out-List (LOL) 5.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 6. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 6.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 6.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 6. Receive the queuing number, conduct interviews and verify the authenticity of the documents 6.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 6.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 6.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|---------|
| | <p>6.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>6.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 7. Pay the required fees at the Cashier | <p>7. Accept the payment based on the amount indicated in the official receipt</p> <p>7.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 8. Proceed to the Encoding Area | 8. Encode the applicant's biographical data, | None | 15 minutes | Encoder |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| 8.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct. | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>8.1 Save the data of the applicant</p> <p>8.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>9. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>9.1 Receive the passport</p> | <p>9. Receive the official receipt then verify and locate the passport</p> <p>9.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |





INTERNAL SERVICES

I. Application for Vacation or Sick Leave



| | | | | |
|--|---|------------------------|------------------------|-------------------------------|
| Office or Division: | Consular Office- North East | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file | | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | Hospital or Clinic | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In- | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|--|------|--------|--|
| | Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- North East | | |
|--|---|---|------------------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|---|---|------|---------|-------------------------------|
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | | Consular Office- North East | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|---|--|------|---------|-------------------------------|
| | for signature of the Officer-In-Charge | | | |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|---|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> |



| | |
|--|--|
| | <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO NCR-NORTHEAST - (02) 8293 0105; ncnortheast.so@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB),</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE NCR – SOUTH

EXTERNAL SERVICES



I. AUTHENTICATION SERVICES

1. Authentication / Apostille

Philippine public documents must be authenticated by the DFA to be validly used in another sovereign state's jurisdiction.

| Office/Division: | CONSULAR OFFICE NCR - SOUTH |
|---|--|
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | All |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Applicant | |
| Government Issued Identification (ID) Card (1 Original and 1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Representative | |
| Authorization Letter | |
| Government Issued ID of Applicant (1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Government Issued ID of Representative (1 Original, 1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Other requirements (depending on the document for Authentication) | |
| 35. NBI Clearance/Sundry | |
| <ul style="list-style-type: none"> Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i> | NBI |
| 36. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records | |
| <ul style="list-style-type: none"> Original document issued by PSA/NSO | PSA |
| <ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i> | Local Civil Registrar's Office |
| 37. School documents | |
| i. Elementary and High School Level (Form 137 and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Elementary/High School |



| | |
|--|--|
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from DepEd Regional Office | DepEd Regional Office which has jurisdiction over the school |
| j. Technical and Vocational Courses (TOR and/or Diploma/National Certificate) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Technical/Vocational School |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from TESDA | TESDA Office which has jurisdiction over the school |
| k. Private/Local Colleges and Universities (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Private/Local College/University |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from CHED | CHED Office which has jurisdiction over the school |
| l. State Universities and Colleges (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school | State University/College |
| 38. PRC document/s | |
| <ul style="list-style-type: none"> • Certified True Copy from PRC | PRC |
| 39. Medical Certificate/s | |
| e. For employment | |
| <ul style="list-style-type: none"> • DOH stamp per document | DOH |
| f. For other purposes | |
| <ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate | DOH |
| 40. CAAP document/s | |
| <ul style="list-style-type: none"> • Certified by CAAP | CAAP |
| 41. Driver's License | |
| <ul style="list-style-type: none"> • Certification | LTO (main branch only) |
| 42. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity | |
| <ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments | Notary Public |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 43. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit | |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice- | Regional Trial Court which has jurisdiction over the notary public |



| Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | | | | |
|---|---|--------------------------------|-----------------|---|
| 44. Court document/s (Decision, Resolution, Order) | | | | |
| • Certified True Copy from the court | | Court where the case was filed | | |
| 45. Immigration Record/s | | | | |
| • Certified by BI | | BI | | |
| 46. DSWD Clearance | | | | |
| • Original document issued by DSWD | | DSWD | | |
| 47. Police Clearance/Sundry | | | | |
| • Original document issued by PNP | | Police Station | | |
| 48. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.) | | | | |
| • Certified True Copy from the issuing office | | SEC / DTI / BIR / SSS / BPLO | | |
| 49. Barangay Clearance/Certificate | | | | |
| • Mayor's certification/clearance | | Mayor's Office | | |
| 50. Export document/s | | | | |
| • Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document | | PCCI / DOH / DA / BFAD | | |
| 51. Issuances by Philippine Embassy / Consulate to be used abroad | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Filing of documents for Authentication / Apostille | | | | |
| Secure an Appointment | | | | |
| 1. Secure an appointment from dfancrsouth@gmail.com | Agency to schedule the applicant | None | 1 to 2 days | CO Administrative Officer |
| On the day of Appointment | | | | |
| 1. Present appointment email and fill out the Health Declaration Form. | 1. Verify the appointment and issue a HDF for the applicant to fill out. | None | 5 minutes | Information and Public Assistance Officer |
| 2. Present document/s for authentication for initial evaluation at the | 2. Conduct initial evaluation on the document/s and answer queries concerning | - | 5 minutes | Authentication Processor |



| | | | | |
|---|--|---|--|--|
| Authentication Information Counter. | authentication requirements and procedures. 2.1 Issue queuing number and provide application form to be filled out by applicant/ representative | | | |
| 3. Fill out application form and wait for queuing number to be called at the Processing area. | 3. None | - | 1 hour | |
| 4. Submit accomplished application form, document/s for authentication, government issued ID, and authorization letter (for representatives) to the Processor for evaluation. | 4. Evaluate if documents presented by the applicant/ representative are complete and in order. Verify the signature of the official who signed the document. 4.1 Print and issue Authentication Slip to the applicant, indicating the date and time of release. | - | 30 minutes | <i>Authentication Processor</i> |
| 5. Present Authentication Slip and pay the appropriate authentication fee to the Cashier. | 5. Collect the appropriate authentication fee from the applicant/ representative, as indicated on the Authentication Slip. | Regular: PHP100 per document Expedite: PHP200 per document | 5 minutes | <i>Cashier</i> |
| | 6. Encode and issue Apostille / Authentication Certificate. 6.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication Certificate upon confirmation. | | 2 Working Days and 6 Working Hours) 20 Days* (for special cases needing further verification by issuing agency outside the DFA) | <i>Authentication Backend</i> <i>Authentication VAFIS Personnel</i> |



| Releasing of Authenticated documents | | | | |
|---|--|---|---|---|
| 1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area. | 1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 15 minutes | |
| 2. Present government issued ID at the appropriate releasing window. | 2. Check original government issued ID of applicant/ representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/ Apostille document/s to the applicant/ representative. | - | 5 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Check accuracy and completeness of authenticated document/s received. | 3. Provide Client Feedback Form to the applicant/ representative | - | | |
| TOTAL: | | Regular: PHP100 per document Expedite: PHP200 per document | Regular: 3 Days Expedite: 1 Working Day | |
| Releasing of Pending and Correction documents | | | | |
| 1. Proceed to the Pending and | 3. Interview applicant/ representative and | - | 10 minutes | <i>Authentication</i> |



| | | | | |
|--|--|------|------------|---|
| Correction window for evaluation. | review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area. | | | <i>Releasing Personnel</i> |
| 2. Wait for name to be called at the Pending and Correction area. | 2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 30 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Present government issued ID to claim the authenticated document/s. | 3. Check original government issued ID of applicant/ representative. 3.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 3.2 Release authenticated/ Apostille document/s to the applicant/ representative. | - | 5 minutes | <i>Authentication Releasing Personnel</i> |
| 4. Check accuracy and completeness of authenticated / Apostille document/s received. | 4. Provide Client Feedback Form to the applicant/ representative. | - | | |
| TOTAL: | | None | 45 minutes | |

II. Passport Services



The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE NCR - SOUTH |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |



| | |
|---|--|
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |



| | |
|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|--|---|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information | None | 20 minutes waiting time | Encoders |



| | | | | |
|---|--|---|--|--------------------------|
| | 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | | 10 minutes | |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

B. Renewal of a Regular Passport

| | |
|----------------------------|-----------------------------|
| Office or Division: | CONSULAR OFFICE NCR - SOUTH |
| Classification: | Highly Technical |



| | |
|--|---|
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|--|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. | 5. check receipt and locate passport 5.1 release the passport | None | <i>*After six working days or twelve working days (COs within Metro Manila); seven working</i> | Releasing Officers |



| | | | | |
|--|-------------------------|---|--|--|
| 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. 5.4 present old passport for cancellation | 5.2 Cancel old passport | | days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | | | |
|-----------------------------|-----------------------------|-----------------------------|---------------------|
| Office or Division: | CONSULAR OFFICE- NCR SOUTH | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |



| | | |
|---|--|---|
| 8. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are: | Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are: | Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy) | passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |



| | | |
|--|---|---|
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pa ssport.gov.ph |



| | | |
|------------------------------------|--|---|
| | Valid OWWA E-card (present original and 1 photocopy) | Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pa ssport.gov.ph |
| | Valid employment contract (present original and 1 photocopy) | Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pa ssport.gov.ph |
| | Valid work visa (present original and 1 photocopy) | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| 7. Exceptional and emergency cases | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| | Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | onlineappform.pa ssport.gov.ph Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |



| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
|--|--|--|
| CORE REQUIREMENTS | | |
| Printed Application Form with E-Receipt | | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant | | PSA Notary Public |



| | |
|--|--|
| (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |



| | |
|--|---|
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| Secure an appointment | | | | |
| 1. Secure an appointment from dfancrsouth@gmail.com | Agency to schedule the applicant | None | 1 to 2 days | CO Administrative Officer |
| On day of appointment | | | | |
| 2. Present email appointment and fill out the Health Declaration Form | To verify appointment and issue/collect the HDF. | None | 5 minutes | Information and Public Assistance Officer |
| 3. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | Verifier |
| 5. When the number is called, proceed to the Processing Counter and give the | 5. Receive the queueing number, conduct interviews and verify the | None | 15 minutes | Processor Note: The processors are assigned on each |



| | | | | |
|--|---|--|--|---|
| <p>queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | <p>designated window on a rotational basis daily.</p> |
|--|---|--|--|---|



| | | | | |
|--|--|---|------------|---------|
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| <p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm</p> | <p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded</p> | None | 15 minutes | Encoder |



| | | | | |
|---|---|--|-----------------------|----------------------------|
| that all encoded data are correct. | applications will be transmitted by the Encoding Section admin to the production unit. | | | |
| 8. Return on the tentative release date indicated on the official receipt and present the original official receipt 8.1 Receive the passport | 8. Receive the official receipt then verify and locate the passport 8.1 Issue the passport to the applicants | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | |
|-----------------------------|---|
| Office or Division: | Consular Office- NCR South |
| Classification: | Simple |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office |



| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|--|---|--|-----------------|------------------------|
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant | None | 3 days | Administrative Officer |



| | | | | |
|--------------|---|------|--------|--|
| | Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|--|---|---|------------------------|-------------------------------|
| Office or Division: | | Consular Office- NCR South | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |



| | | | | |
|---|---|------|---------|-------------------------------|
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| Office or Division: | | Consular Office- NCR South | | |
|--|--|--|-----------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of | None | 16 days | <i>Communications Officer</i> |



| | | | | |
|---|--|------|---------|-------------------------------|
| | the document through pouch | | | |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|---|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices |



| | |
|--|---|
| | <p>Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO NCR-SOUTH - (02) 8551 1051; (02) 8550 2697; ncrsouth.so@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB),</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE NCR – WEST

EXTERNAL SERVICES



I. AUTHENTICATION SERVICES

1. Authentication / Apostille

Philippine public documents must be authenticated by the DFA to be validly used in another sovereign state's jurisdiction.

| Office/Division: | CONSULAR OFFICE NCR – WEST |
|---|--|
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | All |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Applicant | |
| Government Issued Identification (ID) Card (1 Original and 1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Representative | |
| Authorization Letter | |
| Government Issued ID of Applicant (1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Government Issued ID of Representative (1 Original, 1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Other requirements (depending on the document for Authentication) | |
| 52. NBI Clearance/Sundry | |
| <ul style="list-style-type: none"> Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i> | NBI |
| 53. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records | |
| <ul style="list-style-type: none"> Original document issued by PSA/NSO | PSA |
| <ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i> | Local Civil Registrar's Office |
| 54. School documents | |
| m. Elementary and High School Level (Form 137 and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Elementary/High School |



| | |
|--|--|
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from DepEd Regional Office | DepEd Regional Office which has jurisdiction over the school |
| n. Technical and Vocational Courses (TOR and/or Diploma/National Certificate) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Technical/Vocational School |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from TESDA | TESDA Office which has jurisdiction over the school |
| o. Private/Local Colleges and Universities (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Private/Local College/University |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from CHED | CHED Office which has jurisdiction over the school |
| p. State Universities and Colleges (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school | State University/College |
| 55. PRC document/s | |
| <ul style="list-style-type: none"> • Certified True Copy from PRC | PRC |
| 56. Medical Certificate/s | |
| g. For employment | |
| <ul style="list-style-type: none"> • DOH stamp per document | DOH |
| h. For other purposes | |
| <ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate | DOH |
| 57. CAAP document/s | |
| <ul style="list-style-type: none"> • Certified by CAAP | CAAP |
| 58. Driver's License | |
| <ul style="list-style-type: none"> • Certification | LTO (main branch only) |
| 59. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity | |
| <ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments | Notary Public |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 60. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit | |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice- | Regional Trial Court which has jurisdiction over the notary public |



| Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | | | | |
|---|--|--------------------------------|-----------------|---|
| 61. Court document/s (Decision, Resolution, Order) | | | | |
| • Certified True Copy from the court | | Court where the case was filed | | |
| 62. Immigration Record/s | | | | |
| • Certified by BI | | BI | | |
| 63. DSWD Clearance | | | | |
| • Original document issued by DSWD | | DSWD | | |
| 64. Police Clearance/Sundry | | | | |
| • Original document issued by PNP | | Police Station | | |
| 65. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.) | | | | |
| • Certified True Copy from the issuing office | | SEC / DTI / BIR / SSS / BPLO | | |
| 66. Barangay Clearance/Certificate | | | | |
| • Mayor's certification/clearance | | Mayor's Office | | |
| 67. Export document/s | | | | |
| • Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document | | PCCI / DOH / DA / BFAD | | |
| 68. Issuances by Philippine Embassy / Consulate to be used abroad | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Filing of documents for Authentication / Apostille | | | | |
| Secure an appointment online | | | | |
| 1. Secure an appointment from ncrcentral.so@dfa.gov.ph | Agency to schedule the applicant. | None | 1 to 2 days | CO Administrative Officer |
| On the day of appointment | | | | |
| 2. Present appointment email and fill out the Health Declaration Form | 2. Verify the appointment and issue a HDF for the applicant to fill out. | None | 5 minutes | Information and Public Assistance Officer |
| 3. Present document/s for authentication for initial | 3. Conduct initial evaluation on the document/s and answer queries | - | 5 minutes | Authentication Processor |



| | | | | |
|---|--|---|--|--|
| evaluation at the Authentication Information Counter. | concerning authentication requirements and procedures. 3.1 Issue queuing number and provide application form to be filled out by applicant/ representative | | | |
| 4. Fill out application form and wait for queuing number to be called at the Processing area. | 4. None | - | 1 hour | |
| 5. Submit accomplished application form, document/s for authentication, government issued ID, and authorization letter (for representatives) to the Processor for evaluation. | 5. Evaluate if documents presented by the applicant/ representative are complete and in order. Verify the signature of the official who signed the document. 5.1 Print and issue Authentication Slip to the applicant, indicating the date and time of release. | - | 30 minutes | <i>Authentication Processor</i> |
| 6. Present Authentication Slip and pay the appropriate authentication fee to the Cashier. | 6. Collect the appropriate authentication fee from the applicant/ representative, as indicated on the Authentication Slip. | Regular: PHP100 per document Expedite: PHP200 per document | 5 minutes | <i>Cashier</i> |
| | 7. Encode and issue Apostille / Authentication Certificate. 7.1 If for verification, confirm with issuing agency. Encode and issue Apostille / | | 2 Working Days and 6 Working Hours) 20 Days* (for special cases needing further | <i>Authentication Backend</i> <i>Authentication VAFIS Personnel</i> |



| | | | | |
|---|--|---|---|---|
| | Authentication Certificate upon confirmation. | | verification by issuing agency outside the DFA) | |
| Releasing of Authenticated documents | | | | |
| 1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area. | 1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 15 minutes | |
| 2. Present government issued ID at the appropriate releasing window. | 2. Check original government issued ID of applicant/ representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/ Apostille document/s to the applicant/ representative. | - | 5 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Check accuracy and completeness of authenticated document/s received. | 3. Provide Client Feedback Form to the applicant/ representative | - | | |
| TOTAL: | | Regular: PHP100 per document Expedite: PHP200 per document | Regular: 3 Days Expedite: 1 Working Day | |



| Releasing of Pending and Correction documents | | | | |
|--|--|------|------------|---|
| 1. Proceed to the Pending and Correction window for evaluation. | 4. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area. | - | 10 minutes | <i>Authentication Releasing Personnel</i> |
| 2. Wait for name to be called at the Pending and Correction area. | 2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 30 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Present government issued ID to claim the authenticated document/s. | 3. Check original government issued ID of applicant/ representative. 3.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 3.2 Release authenticated/ Apostille document/s to the applicant/ representative. | - | 5 minutes | <i>Authentication Releasing Personnel</i> |
| 4. Check accuracy and completeness of authenticated / Apostille document/s received. | 4. Provide Client Feedback Form to the applicant/ representative. | - | | |
| TOTAL: | | None | 45 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE NCR - WEST |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: | Bureau of Immigration (BI) |



| | |
|---|--|
| Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) | PSA Notary Public |



| If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

B. Renewal of a Regular Passport



| | |
|--|--|
| Office or Division: | CONSULAR OFFICE NCR - WEST |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA |



| | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | | |
|--|---|--|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|---------------------------|
| Office or Division: | CONSULAR OFFICE- NCR WEST |
| Classification: | Highly Technical |



| Type of Transaction: | | G2C – Government to Citizen | |
|--|--|---|--|
| Who May Avail | | List of Requirements | Where to Get |
| 9. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid OWWA E-card (present original and 1 photocopy) | Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid employment contract (present original and 1 photocopy) | Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid work visa (present original and 1 photocopy) | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS | onlineappform.pas sport.gov.ph |
| | Approved written request by any of the following DFA officials: | |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|--|
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|--|---|-----------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Secure an appointment | | | | |
| 1. Secure an appointment from ncrwest.so@dfa.gov.ph | Agency to schedule the applicant | None | 1 to 2 days | CO Administrative Officer |
| On the day of appointment | | | | |
| 1. Present the email appointment for verification and fill out the Health Declaration Form | 1. Verify appointment and issue/collect HDF | None | 5 minutes | Information and Public Assistance Officer |
| 2. Fill-out and submit the passport application form in the front desk | 2. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 4. Submit the required documents to Front Desk Personnel for initial assessment and verification | 4. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 5. Wait for the issuance of queueing number in the front desk | 5. Issue a queueing number for the qualified applicant. 5.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |
| 6. Wait for the number to be called inside the processing area | 6. Verify if the applicant is included in the | None | 15 minutes | Verifier |



| | | | | |
|---|---|------|------------|---|
| | <p>Department's Look-Out-List (LOL)</p> <p>6.1 Forward the passport application forms to the Processing Counter</p> | | | |
| <p>7. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>7.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>7.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>7. Receive the queueing number, conduct interviews and verify the authenticity of the documents</p> <p>7.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>7.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>7.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>7.2.2 If the applicant opted for</p> | None | 15 minutes | <p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |



| | | | | |
|---|--|--|------------|----------------|
| | <p>delivery, cancel the old passport</p> <p>7.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 8. Pay the required fees at the Cashier | <p>8. Accept the payment based on the amount indicated in the official receipt</p> <p>8.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | <i>Cashier</i> |
| 9. Proceed to the Encoding Area | 9. Encode the applicant's biographical data, capture the applicant's photo | None | 15 minutes | <i>Encoder</i> |

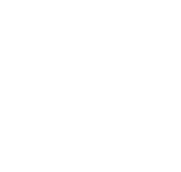


| | | | | |
|--|--|---|-----------------------|----------------------------|
| 9.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct. | <p>and biometric details and scan necessary documents</p> <p>9.1 Save the data of the applicant</p> <p>9.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>10. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>10.1 Receive the passport</p> | <p>10. Receive the official receipt then verify and locate the passport</p> <p>10.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |





INTERNAL SERVICES



I. Application for Vacation or Sick Leave



| Office or Division: | | Consular Office- NCR West | | |
|--|---|--|-----------------|-------------------------------|
| Classification: | | Simple | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 3. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 4. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 4.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 4.2 If recommended for approval by the Officer-In- | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|--|------|--------|--|
| | Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 4.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- NCR West | | |
|--|---|---|------------------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|---|---|------|---------|-------------------------------|
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | | Consular Office- NCR West | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communicati | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--|--|------|---------|-----------------------------------|
| | on for signature of the Officer- In-Charge | | | |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

FEEDBACK AND COMPLAINTS MECHANISM

| | |
|---|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard. Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana. Complaints may also be filed via email: oca.concerns@dfa.gov.ph , passportconcerns@dfa.gov.ph . Kindly provide the following information: |



| | |
|---|---|
| | <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO NCR-WEST - 02 8536 9995; 0920 503 7256; ncrwest.so@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE ANGELES, PAMPANGA

EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE ANGELES |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|--|---|
| Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of | Client |



| | |
|--|--|
| naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|--|-------------------|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |



| | |
|--|---|
| C.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) | Client |



| | |
|--|--|
| -Photocopy of passport datapage | |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|---|--|
| Note: <i>For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</i> | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |



| | |
|--|--|
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage | Client |



| | |
|--|---|
| - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the | Issuing Authority where the applicant was born |



| | |
|--|--|
| <p>Japanese City Hall) or certified true copy with stamps from City Hall</p> <ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | |
| <p>D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | Philippine Statistics Authority |
| <p>D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | Issuing Authority where the applicant was born |
| <p>D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate</p> | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>D.2.8 Five (5) recent passport size photos of the child</p> | Client |
| <p>D.2.9 PSA Birth Certificate of Filipino parent</p> | Philippine Statistics Authority |



| | |
|--|---|
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall | Issuing Authority where the applicant was born |



| | |
|---|--|
| <ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.1.7 Five (5) recent passport size photo the child | Client |
| E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| E.1.9 Notarized Affidavit of Delayed Registration | Notary public |



| | |
|--|---|
| E.1.10 Five (5) recent passport size photo the child | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |



| | |
|---|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| <p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| <p>E.2.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>E.2.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- | Bureau of Immigration/ Foreign Service Post |



| | |
|---|--|
| acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|--|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| <p align="center">F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p align="center">F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> | <p>Client</p> |



| | |
|--|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the | Client |



| | |
|---|---------|
| child | |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1. Secure an appointment by emailing angeles.rco@dfa.gov.ph along with the requirements. | 1. Verifies the requirements and sets the appointment. | None | 1 to 2 days | CO Administrative Officer Civil Registration Desk |
| 2. On the day of appointment, present the appointment email and fill out the Health Declaration Form | 2. Verifies the appointment and issues/collects the HDF | None | 5 minutes | CO Information Officer |
| 3. Submit the notarized duly-accomplished Report of Birth Form | 1.Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine</p> | 15 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| | | Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| Office or Division: | CONSULAR OFFICE ANGELES | | | | | | | | | | |
|--|--|---------------------------|-----------------|---|--|--|--|---------------------------|---|---------------------------------------|--|
| Classification: | Highly Technical | | | | | | | | | | |
| Type of Transaction: | G2C- Government to Citizens | | | | | | | | | | |
| Who may avail: | Filipino Citizens married abroad | | | | | | | | | | |
| <table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> <tr> <td colspan="2">A. In case party being registered married less than one (1) year</td></tr> <tr> <td>A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i></td><td>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public</td></tr> <tr> <td>A.2. Marriage Certificate</td><td>Issuing Authority where the marriage took place</td></tr> <tr> <td>A.3 Birth Certificate of both parties</td><td></td></tr> </table> | | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | A. In case party being registered married less than one (1) year | | A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public | A.2. Marriage Certificate | Issuing Authority where the marriage took place | A.3 Birth Certificate of both parties | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | | | | | | | | |
| A. In case party being registered married less than one (1) year | | | | | | | | | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public | | | | | | | | | | |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place | | | | | | | | | | |
| A.3 Birth Certificate of both parties | | | | | | | | | | | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | |



| | |
|---|--|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |



| | |
|--|--|
| <p>C.1.3. Birth Certificate of both parties</p> <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | |



| | |
|--|---|
| C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA | PSA |
| C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| C.2.3.1. Photocopies of datapage | |
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | <p>Client</p> |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | <p>Bureau of Immigration or FSP</p> |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Secure an appointment by emailing angeles.rco@dfa.gov.ph along with the requirements. | 1. Verifies the requirements and sets the appointment. | None | 1 to 2 days | CO Administrative Officer Civil Registration Desk |
| 2. Present the appointment email and fills out the Health Declaration Form. | 2. Verifies the appointment and issues/collects the HDF. | None | 5 minutes | Information Officer |
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 36 minutes | |

C. Report of Death



| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ANGELES |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report | Foreign Authority Philippine Foreign Service Post Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|---|
| 1. Secure appointment by emailing angeles.rco@dfa.gov.ph | 1. To schedule the appointment | None | 1 to 2 days | CO Administrative Officer Civil Registration Desk |
| 2. On the day of appointment, present the appointment email and fill out the Health Declaration Form. | 2. To verify the appointment and issue/collect HDF | None | 5 minutes | Information Officer |
| 3. Submit the notarized duly-accomplished Report of Death Form | 3. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|--|-------------------|--|
| <p>4. Submit the required documents to CRD Window 1 for initial assessment and verification</p> | <p>4. Receive and check the completeness of the listed requirements</p> <p>4.1 Complete requirements:</p> <p>4.1.1. Issue Civil Registry Request Form</p> <p>4.1.2 Pay the appropriate consular fee/s</p> <p>4.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | <p>None</p> | <p>10 minutes</p> | <p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p> |
| <p>5. Pay the required consular fees at the second floor Cashier.</p> | <p>5. Accept the payment based on the required consular fee/s.</p> <p>5.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for</p> | <p>10 minutes</p> | <p>Cashier</p> |



| | | | | |
|--|---|---|------------|---|
| | | those under the jurisdiction of the Philippine Consulate General in | | |
| 6. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 6. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|----------------------------|-------------------------|
| Office or Division: | CONSULAR OFFICE ANGELES |
|----------------------------|-------------------------|



| | |
|--|--|
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |



| | |
|---|--|
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt | passport.gov.ph |



| | |
|---|---|
| <i>*children below 7 years old may avail the courtesy lane</i> | DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> <p>If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |



| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
|--|---|--|--|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | <i>*After six working days or twelve working days (COs within Metro Manila);</i> | <i>Releasing Officer</i> |



| | | | | |
|---|---------------------------------|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> | <p>5.1 release the passport</p> | | <p>seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

B. Renewal of a Regular Passport

| | |
|----------------------------|-------------------------|
| Office or Division: | CONSULAR OFFICE ANGELES |
|----------------------------|-------------------------|



| | |
|--|--|
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> | |



| Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID | | |
|--|---------------|---|-----------------|-----------------------------------|
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | | FSP | | |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | | Notary Public BI | | |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite | 20 minutes | Staff, Project and Information |



| | | | | |
|--|---|----------------------------|---|--------------------|
| | | PHP 50 for convenience fee | | Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days | Releasing Officers |



| | | | | |
|---|-------------------------|---|--|--|
| 5.2 Verify all details in passport are correct. | 5.2 Cancel old passport | | (COs outside Metro Manila) | |
| 5.3 Sign on signature pad. | | | 20 minutes waiting time | |
| 5.4 present old passport for cancellation | | | 10 minutes | |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government



officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- ANGELES | | |
|--|-----------------------------|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 1. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |



| | | |
|--|--|--|
| <p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |
| <p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| <p>2.2. A travelling companion</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>3. Pregnant women</p> | <p>Printed Application Form with E-Receipt</p> <p>Medical certificate/records (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Hospital, Licensed physician</p> |
| <p>4. Minors aged seven (7) years and below</p> | <p>Printed Application Form with E-Receipt</p> | <p>passport.gov.ph</p> |



| | | |
|---|--|---|
| <p>A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:</p> | <p>PSA Birth Certificate as proof of age (present original and 1 photocopy)</p> | <p>Philippine Statistics Authority (PSA)</p> |
| <p>4.1. Parent/s; or</p> | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| <p>4.2 Legal guardian; or</p> | <p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Family Court</p> |
| <p>4.3 Authorized representative</p> | <p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p> | <p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p> |
| <p>5. Solo parents</p> | <p>Printed Application Form with E-Receipt</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare</p> |



| | | |
|-------------------------------------|---|--|
| | Valid Solo Parent Identification Card (present original and 1 photocopy) | and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |



| | | |
|------------------------------------|---|--|
| | <p>Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application.</p> <p>(present original and 1 photocopy) (present original and 1 photocopy)</p> | Agency/Employer |
| 7. Exceptional and emergency cases | <p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p> | <p>onlineappform.passport.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |



| ADDITIONAL REQUIREMENTS | |
|--|--|
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: | PSA |



| | |
|--|--|
| PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| | |
|---|---|
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| <p align="center">Renewal Adult Applicants</p> <p align="center">FOR MINOR APPLICANTS</p> | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |



| ADDITIONAL REQUIREMENTS | |
|--|---|
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority |



| | |
|--|--|
| | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|--|

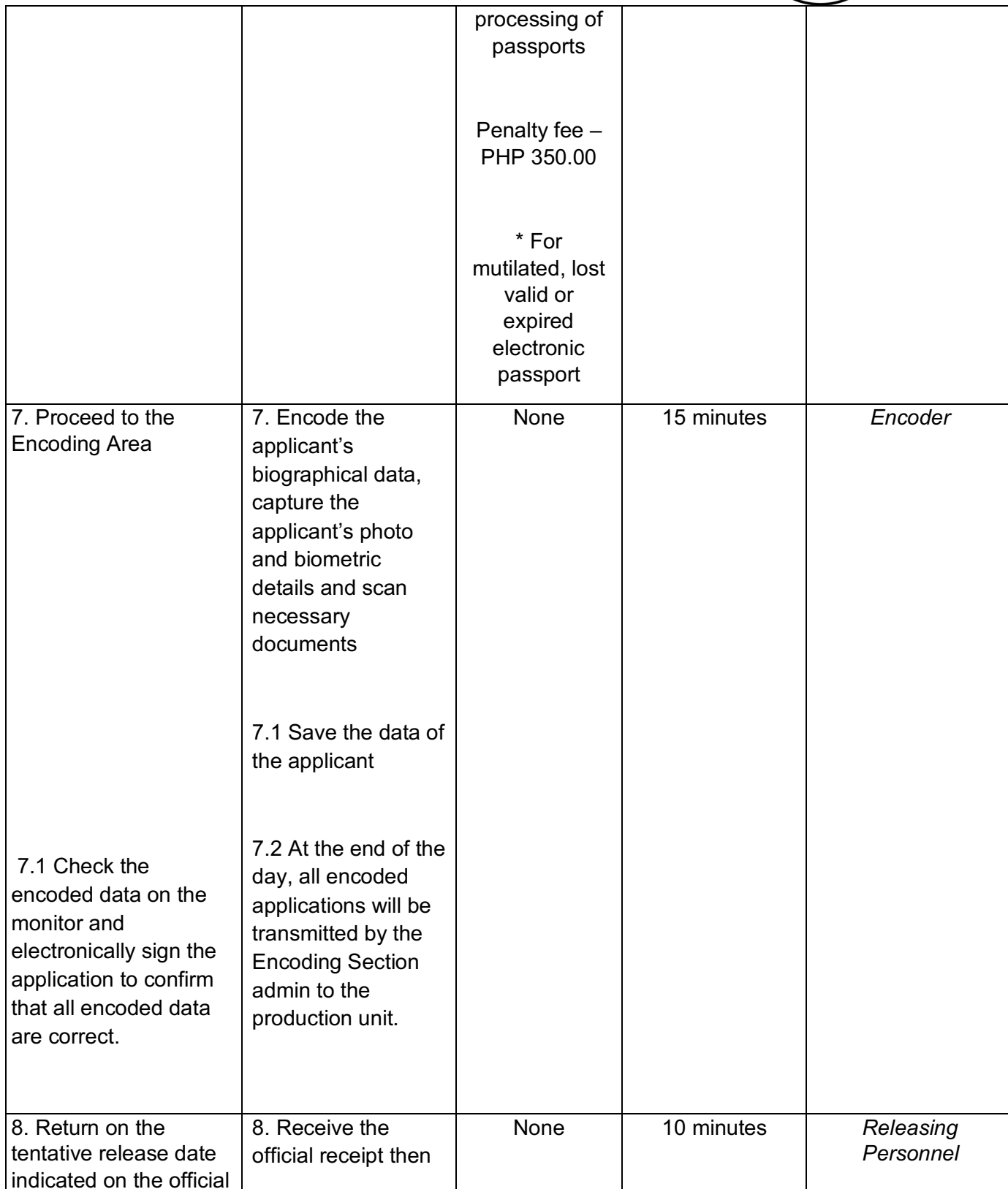
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Secure an appointment from angeles.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |
| 3. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|---|--|------|------------|---|
| | the Verification Section | | | |
| 4. Wait for the number to be called inside the processing area | <p>4. Verify if the applicant is included in the Department's Look-Out-List (LOL)</p> <p>4.1 Forward the passport application forms to the Processing Counter</p> | None | 15 minutes | <i>Verifier</i> |
| <p>5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>5. Receive the queuing number, conduct interviews and verify the authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> | None | 15 minutes | <p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |



| | | | | |
|---|---|--|-----------|---------|
| | <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular</p> | 5 minutes | Cashier |





| | | | | |
|---|--|---|--------------------------|--|
| receipt and present the original official receipt | verify and locate the passport | | | |
| 8.1 Receive the passport | 8.1 Issue the passport to the applicants | | | |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |

INTERNAL SERVICES



IV. Application for Vacation or Sick Leave

| | |
|---|--|
| Office or Division: | Consular Office- Angeles |
| Classification: | Simple |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file |
| ADDITIONAL REQUIREMENTS | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: | Administrative Officer Financial Analyst Property Officer Records Officer |



| -Certificate of Clearance from Accountabilities | | | | |
|---|--|--------------------|-----------------|------------------------|
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 3. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 4. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 4.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 4.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 4.3 If not recommended for approval, return the leave application form to the personnel and inform the | None | 3 days | Administrative Officer |



| | | | | |
|--------------|------------------------|------|--------|--|
| | reason for disapproval | | | |
| TOTAL | | None | 3 days | |

V. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- Angeles | | |
|--|---|---|------------------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 3. Submit the request letter to the Administrative Officer | 5. Receive the request letter 5.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 6. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 4. Sign the receiving copy of the certificate | 7. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |



| | | | |
|--------------|------|---------|--|
| TOTAL | None | 20 days | |
|--------------|------|---------|--|

VI. Issuance of Certificate for Travel Abroad

| Office or Division: | Consular Office- Angeles | | | |
|--|--|------------------------|------------------------|-------------------------------|
| Classification: | Complex (Multi-Stage) | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| Approved Application for Leave Form | Employee's Personal File or Records Officer | | | |
| Booking Ticket | Employee's Personal File | | | |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 3. Submit the approved leave application form and booking ticket to the Administrative Officer | 3. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 8. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 4. Sign receiving copy of the certificate | 4. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |



| | | | |
|--------------|------|---------|--|
| TOTAL | None | 20 days | |
|--------------|------|---------|--|

| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|---|
| <i>How to send feedback?</i> | <p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop accomplished form the designated drop box located in front of the Encoding Section.</p> |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |



| | |
|--|---|
| <p><i>How complaints are processed?</i></p> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO ANGELES- (045) 304 0193 to 94; (045) 304 0195; angeles.rco@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB),</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE ANTIPOLO CITY, RIZAL

EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| Office or Division: | CONSULAR OFFICE ANTIPOLO |
|--|---|
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|--|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|---|
| 1. Secure an appointment from info.coantipolo@gmail.com with attached scanned copies of requirements | 1. To pre-evaluate application and set an appointment | None | 1 to 2 days | CO Administrative Officer <i>Civil Registry Desk</i> |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| | | te General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | | | |
|---|----------------------------------|--|--|
| Office or Division: | CONSULAR OFFICE ANTIPOLO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens married abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.2. Marriage Certificate | | Issuing Authority where the marriage took place | |
| A.3 Birth Certificate of both parties | | | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | <p>PSA</p> |



| | |
|--|---|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | <p>PSA</p> |



| | |
|--|--|
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| <p>D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|---|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate</p> <p>issued by the PSA.</p> | PSA |
| <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | Client |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | Client |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | PSA |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | Client |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | Bureau of Immigration or FSP |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | Cashier |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i> | |
| F.2 Party being registered married more than one (1) year | |
| F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.9 Notarized Affidavit of Two (2) Disinterested persons *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from info.coantipolo@gmail.com with attached scanned copies of requirements | 1. To pre-evaluate application and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |



C. Report of Death

| | |
|---|---|
| Office or Division: | CONSULAR OFFICE ANTIPOLO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item No. 20 should be notarized by any notary public</i> | Notary Public |
| Five (5) photocopies of the following: | |
| 1. Death Certificate | Foreign Authority |
| 2. Certificate of Sealing of Casket | Philippine Foreign Service Post |
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from info.coantipolo@gmail.com with attached scanned copies of requirements | 1. To pre-evaluate application and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |



| | | | | |
|--|---|------|-----------|---------------------|
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |
|--|---|------|-----------|---------------------|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|--|-----------------|---|
| 4. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | 3. Accept the payment based on the required consular fee/s. | USD25 (To be paid in Philippine Peso) | 10 minutes | Cashier |



| | | | | |
|--|--|---|------------|---|
| | 3.1 Give the validated official receipt to the applicant. | <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

II. Passport Services



The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ANTIPOLO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |



| | |
|---|---|
| <p>For married women who opt to revert to maiden name:</p> <p>PSA annotated marriage certificate (original, 1 photocopy)</p> <p>Death Certificate of spouse (original, 1 photocopy)</p> | <p>PSA</p> |
| <p>For dual citizens:</p> <p>Dual Citizenship documents (original, 1 photocopy)</p> <p>Foreign Passport (original, 1 photocopy)</p> | <p>Bureau of Immigration (BI)</p> <p>Foreign Service Posts (FSPs)</p> |
| <p>For naturalized Filipino citizens:</p> <p>Naturalization papers_(original, 1 photocopy)</p> | <p>BI</p> |
| <p>For applicants with travel document:</p> <p>Affidavit of Explanation</p> <p>Original Travel Document (original)</p> | <p>FSPs</p> |
| <p>For applicants with lost travel document:</p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p>If birth certificate is discrepant:</p> <p>Proof of filing of supplemental report or correction (present original, 1 photocopy)</p> <p>Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)</p> | <p>Local Civil Registry</p> <p>PSA</p> |
| <p>If birth certificate is late registered:</p> <p>Late registered birth certificate (present original, 1 photocopy)</p> <p>IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | <p>PSA</p> <p>NBI</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>If applicant is born on or before 1950:</p> | <p>PSA</p> <p>Notary Public</p> |



| | |
|--|--|
| PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
|--|--|--|--|---|
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |



| | | | |
|--|--|--|--|
| | (paid at a partner Bayad Center before appointment date) | (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); | |
| | (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Releasing: 30 minutes | |

B. Renewal of a Regular Passport

| | |
|---|---|
| Office or Division: | CONSULAR OFFICE ANTIPOLO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |



| | |
|--|---|
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies |



| | | Relevant court | | |
|--|---|---|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 3. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 4. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |



| | | | | |
|--|---|---|---|---------------------------|
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. 5.4 present old passport for cancellation | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officers</i> |
| Total | | PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days | |



| | | | |
|--|---|---|--|
| | appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |
|--|---|---|--|

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- ANTIPOLO | | |
|---|-----------------------------|--|---|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 2. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA) |



| | | |
|---|--|---|
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are: | Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy) | passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |



| | | |
|---|--|---|
| 2.2. A travelling companion | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| 3. Pregnant women | <p>Printed Application Form with E-Receipt</p> <p>Medical certificate/records (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Hospital, Licensed physician</p> |
| <p>4. Minors aged seven (7) years and below</p> <p>A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate as proof of age (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 4.1. Parent/s; or | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |



| | | |
|-------------------------------------|--|--|
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph |



| | | |
|------------------------------------|--|--|
| | | Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pasport.gov.ph |
| | Valid work visa (present original and 1 photocopy) | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; | onlineappform.pasport.gov.ph Written request from the applicant and approval from the Department of |



| | | |
|--|--|-----------------------|
| | 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Foreign Affairs (DFA) |
|--|--|-----------------------|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: | BI |



| | |
|---|----------------------------------|
| Naturalization papers_(original, 1 photocopy) | |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt | passport.gov.ph DFA |



| | |
|---|---|
| <i>*children below 7 years old may avail the courtesy lane</i> | |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> <p>If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |



| | |
|--|--|
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> | FSP |



| | |
|--|---|
| Affidavit of Explanation Original Travel Document (original) | |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------------|
| 1. Secure an appointment from info.coantipolo@gmail.com | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to | 5. Receive the queueing number, | None | 15 minutes | <i>Processor</i> |



| | | | | |
|--|---|--|--|---|
| <p>the Processing Counter and give the queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>conduct interviews and verify the authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> | | | <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |
|--|---|--|--|---|



| | | | | |
|---|--|--|-----------|---------|
| | 5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |



| | | | | |
|--|--|--|-----------------------|----------------------------|
| 7. Proceed to the Encoding Area | <p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | None | 15 minutes | <i>Encoder</i> |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or</p> | 1 hour and 10 minutes | |



| | | | |
|--|------------------------------------|--|--|
| | expired electronic passport) | | |
|--|------------------------------------|--|--|

INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | |
|--|--|
| Office or Division: | Consular Office- Angeles |
| Classification: | Simple |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file |
| ADDITIONAL REQUIREMENTS | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
|---|---|--------------------|-----------------|------------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | None | 3 days | Administrative Officer |



| | | | |
|--------------|------|--------|--|
| TOTAL | None | 3 days | |
|--------------|------|--------|--|

II. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- Angeles | | |
|--|---|---|-----------------|------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |



III. Issuance of Certificate for Travel Abroad

| Office or Division: | | Consular Office- Angeles | | |
|--|--|--|------------------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |



| | | | |
|--------------|------|---------|--|
| TOTAL | None | 20 days | |
|--------------|------|---------|--|

| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|---|
| <i>How to send feedback?</i> | <p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop accomplished form the designated drop box located in front of the Encoding Section.</p> |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |



| | |
|---|---|
| <p><i>How complaints are processed?</i></p> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO ANTIPOLLO- (02) 8242 4797; antipolo.co@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB)</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE BACOLOD CITY, NEGROS OCCIDENTAL

EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|---|-------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE BACOLOD | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|--|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth</p> <p>Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| <p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|--|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from angeles.rco@dfa.gov.ph and email scanned copies of requirement. | 1. To preevaluate requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| | | te General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | | | |
|---|----------------------------------|--|--|
| Office or Division: | CONSULAR OFFICE BACOLOD | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens married abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.2. Marriage Certificate | | Issuing Authority where the marriage took place | |
| A.3 Birth Certificate of both parties | | | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | <p>PSA</p> |



| | |
|--|---|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | <p>PSA</p> |



| | |
|--|--|
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| <p>D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|---|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | <p>Client</p> |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | <p>Bureau of Immigration or FSP</p> |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| <p>E.1.4.1 Photocopies of datapage</p> <p>E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from angeles.rco@dfa.gov.ph and email scanned copies of requirement. | 1. To preevaluate requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |



C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE BACOLOD |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report | Foreign Authority Philippine Foreign Service Post Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--------------------------------|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from angeles.rco@dfa.gov . | 1. To preevaluate requirements | None | 1 to 2 days | CO Administrative Officer |



| | | | | |
|--|---|------|-----------|----------------------------|
| ph and email scanned copies of requirement. | and set an appointment | | | <i>Civil Registry Desk</i> |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|--|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | 3. Accept the payment based on the required consular fee/s. | USD25 (To be paid in Philippine Peso) | 10 minutes | Cashier |



| | | | | |
|--|---|---|------------|---|
| | 3.1 Give the validated official receipt to the applicant. | *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE BACOLOD |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |



ADDITIONAL REQUIREMENTS

*on a case to case basis

| | |
|---|--|
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: | PSA NBI |



| | |
|--|---|
| <p>Late registered birth certificate (present original, 1 photocopy)</p> <p>IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>If applicant is born on or before 1950:</p> <p>PSA Authenticated Certificate of No Birth Record</p> <p>Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Old documents to establish identity:</p> <p>School Records</p> <p>Baptismal Certificate</p> <p>NBI Clearance</p> | <p>School</p> <p>Relevant Church</p> <p>NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph</p> <p>DFA</p> |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> <p>If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA</p> <p>Notary Public</p> |



| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
|--|--|--|---|---|
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> | <i>Verifiers</i> |



| | | | | |
|---|---|------|---|--------------------------|
| passport application form and valid ID | | | 5 minutes | |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |



| | | | |
|--------------|--|---|--|
| Total | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |
|--------------|--|---|--|

B. Renewal of a Regular Passport

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE BACOLOD |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |



| | |
|--|--|
| <i>*children below 7 years old may avail the courtesy lane</i> | |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public |



| Some additional requirements stated above may be required depending on the case of the applicant | | Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|--|--|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |



| | | | | |
|--|---|----------------------------------|---|---------------------------|
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. 5.4 present old passport for cancellation | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officers</i> |
| Total | | PHP 950.00 for regular <u>or</u> | Application: 1 Hour and 15 minutes; | |



| | | | |
|--|---|--|--|
| | <p>PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |
|--|---|--|--|

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- BACOLOD | | |
|-----------------------------|-----------------------------|---|-----------------|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 3. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |



| | | |
|--|---|--|
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt | passport.gov.ph |



| | | |
|-------------------------------------|--|---|
| | PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA) |



| | | |
|------------------------------------|--|---|
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS | onlineappform.pasport.gov.ph |



| | | |
|--|--|---|
| | <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p> | <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |
|--|--|---|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| <p>For married women who opt to revert to maiden name:</p> <p>PSA annotated marriage certificate (original, 1 photocopy)</p> <p>Death Certificate of spouse (original, 1 photocopy)</p> | |
| For dual citizens: | <p>Bureau of Immigration (BI)</p> <p>Foreign Service Posts (FSPs)</p> |



| | |
|---|-----------------------------|
| Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate | School Relevant Church |



| | |
|--|--|
| NBI Clearance | NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|--|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss | Notary Public |



| | |
|--|---|
| PSA Birth certificate (if no photocopy of passport) Valid ID | PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--------------------------|-----------------|-----------------|--|
| 1. Secure an appointment from angeles.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |



| | | | | |
|--|---|------|-----------|----------------------------|
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |
|--|---|------|-----------|----------------------------|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) | None | 15 minutes | <i>Verifier</i> |



| | | | | |
|---|--|------|------------|-----------|
| | 4.1 Forward the passport application forms to the Processing Counter | | | |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents | None | 15 minutes | Processor |
| 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor | 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification | | | |
| 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. | | | |
| | 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | | | |

Note: The processors are assigned on each designated window on a rotational basis daily.



| | | | | |
|---|---|--|-----------|---------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> | 5 minutes | Cashier |



| | | | | |
|---|---|--|------------|----------------------------|
| | | * For mutilated, lost valid or expired electronic passport | | |
| 7. Proceed to the Encoding Area | <p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | None | 15 minutes | <i>Encoder</i> |
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |



| | | | |
|--------------|---|--------------------------|--|
| Total | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |
|--------------|---|--------------------------|--|



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | |
|----------------------------|--------------------------|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Simple |



| | | | | |
|--|--|--|-----------------|------------------------|
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the | None | 3 days | Administrative Officer |



| | | | | |
|--------------|--|------|--------|--|
| | application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| Office or Division: | Consular Office- Bacolod | | | |
|--|---|-----------------|-----------------|------------------------|
| Classification: | Complex (Multi-Stage) | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait | None | 16 days | Communications Officer |



| | | | | |
|---|---|------|---------|-------------------------------|
| | for arrival of the document through pouch | | | |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | | | | |
|--|--|--|------------------------|-------------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|---|--|------|---------|-------------------------------|
| | the Officer-In-Charge | | | |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

FEEDBACK AND COMPLAINTS MECHANISM

| | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | <p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop accomplished form the designated drop box located in front of the Encoding Section.</p> |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|---|---|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO BACOLOD- (034) 8441 2681; (034) 8441 2675; bacolod.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> |



| | |
|--|---|
| <i>CSC Contact Center ng Bayan (CCB)</i> | Presidential Complaints Center: 8888 |
| <i>Anti-Red Tape Authority (ARTA)</i> | CSC Contact Center ng Bayan: 0908-881-6565 (SMS) Anti-Red Tape Authority: 8478-5091/ 8478-5099 |



CONSULAR OFFICE BAGUIO CITY, BENGUET

EXTERNAL



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|--|-------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE BAGUIO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|---|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth</p> <p>Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| <p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|--|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from via email along with attached scanned copies of requirements baguio.rco@dfa.gov.ph | 1. To preevaluate attachments and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| | | Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| Office or Division: | CONSULAR OFFICE BAGUIO | | | | | | | | | | |
|--|--|---------------------------|-----------------|---|--|--|--|---------------------------|---|---------------------------------------|--|
| Classification: | Highly Technical | | | | | | | | | | |
| Type of Transaction: | G2C- Government to Citizens | | | | | | | | | | |
| Who may avail: | Filipino Citizens married abroad | | | | | | | | | | |
| <table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> <tr> <td colspan="2">A. In case party being registered married less than one (1) year</td></tr> <tr> <td>A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i></td><td>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public</td></tr> <tr> <td>A.2. Marriage Certificate</td><td>Issuing Authority where the marriage took place</td></tr> <tr> <td>A.3 Birth Certificate of both parties</td><td></td></tr> </table> | | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | A. In case party being registered married less than one (1) year | | A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public | A.2. Marriage Certificate | Issuing Authority where the marriage took place | A.3 Birth Certificate of both parties | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | | | | | | | | |
| A. In case party being registered married less than one (1) year | | | | | | | | | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public | | | | | | | | | | |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place | | | | | | | | | | |
| A.3 Birth Certificate of both parties | | | | | | | | | | | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | |



| | |
|---|--|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |



| | |
|--|--|
| <p>C.1.3. Birth Certificate of both parties</p> <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | |



| | |
|--|---|
| C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA | PSA |
| C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| C.2.3.1. Photocopies of datapage | |
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|---|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate</p> <p>issued by the PSA.</p> | PSA |
| <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | Client |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | Client |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | PSA |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | Client |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | Bureau of Immigration or FSP |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | Cashier |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| <p>E.1.4.1 Photocopies of datapage</p> <p>E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from via email along with attached scanned copies of requirements baguio.rco@dfa.gov.ph | 1. To preevaluate attachments and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |



C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE BAGUIO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report | Foreign Authority Philippine Foreign Service Post Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|-------------------------------|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from via email along | 1. To preevaluate attachments | None | 1 to 2 days | CO Administrative Officer |



| | | | | |
|--|---|------|-----------|----------------------------|
| with attached scanned copies of requirements baguio.rco@dfa.gov.ph | and set an appointment | | | <i>Civil Registry Desk</i> |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-------------------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | 3. Accept the payment based on the required consular fee/s. | USD25 (To be paid in | 10 minutes | Cashier |



| | | | | |
|--|--|---|------------|---|
| | 3.1 Give the validated official receipt to the applicant. | <p>Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE BAGUIO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), |



| | |
|---|---|
| | Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|---|
| <p>If birth certificate is late registered:</p> <p>Late registered birth certificate (present original, 1 photocopy)</p> <p>IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | <p>PSA</p> <p>NBI</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>If applicant is born on or before 1950:</p> <p>PSA Authenticated Certificate of No Birth Record</p> <p>Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Old documents to establish identity:</p> <p>School Records</p> <p>Baptismal Certificate</p> <p>NBI Clearance</p> | <p>School</p> <p>Relevant Church</p> <p>NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph</p> <p>DFA</p> |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> | <p>PSA</p> <p>Notary Public</p> |



| If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | | | |
|--|---------------|--|-----------------|---|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |



| | | | | |
|---|---|------|--|--------------------------|
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | <i>*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</i> 20 minutes waiting time | <i>Releasing Officer</i> |



| | | | | |
|--------------|--|--|---|--|
| | | | 10 minutes | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

B. Renewal of a Regular Passport

| | |
|--|-----------------------------|
| Office or Division: | CONSULAR OFFICE BAGUIO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |



| | |
|--|--|
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |



| | |
|---|--|
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p>*Some additional requirements stated above may be required to some applicants depending on their case.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|-------------------------------|---|--|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee</p> | 20 minutes | <p><i>Staff,</i></p> <p>Project and Information Technology Support</p> |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents | None | <i>*Applicant must be at the consular office 30 minutes before the</i> | <i>Verifiers</i> |



| | | | | |
|---|---|------|---|---------------------------|
| | 2.1 verify appointment | | <i>scheduled appointment.</i> 5 minutes | |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time | <i>Releasing Officers</i> |



| | | | | |
|---|--|---|--|--|
| 5.4 present old passport for cancellation | | | 10 minutes | |
| Total | | PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

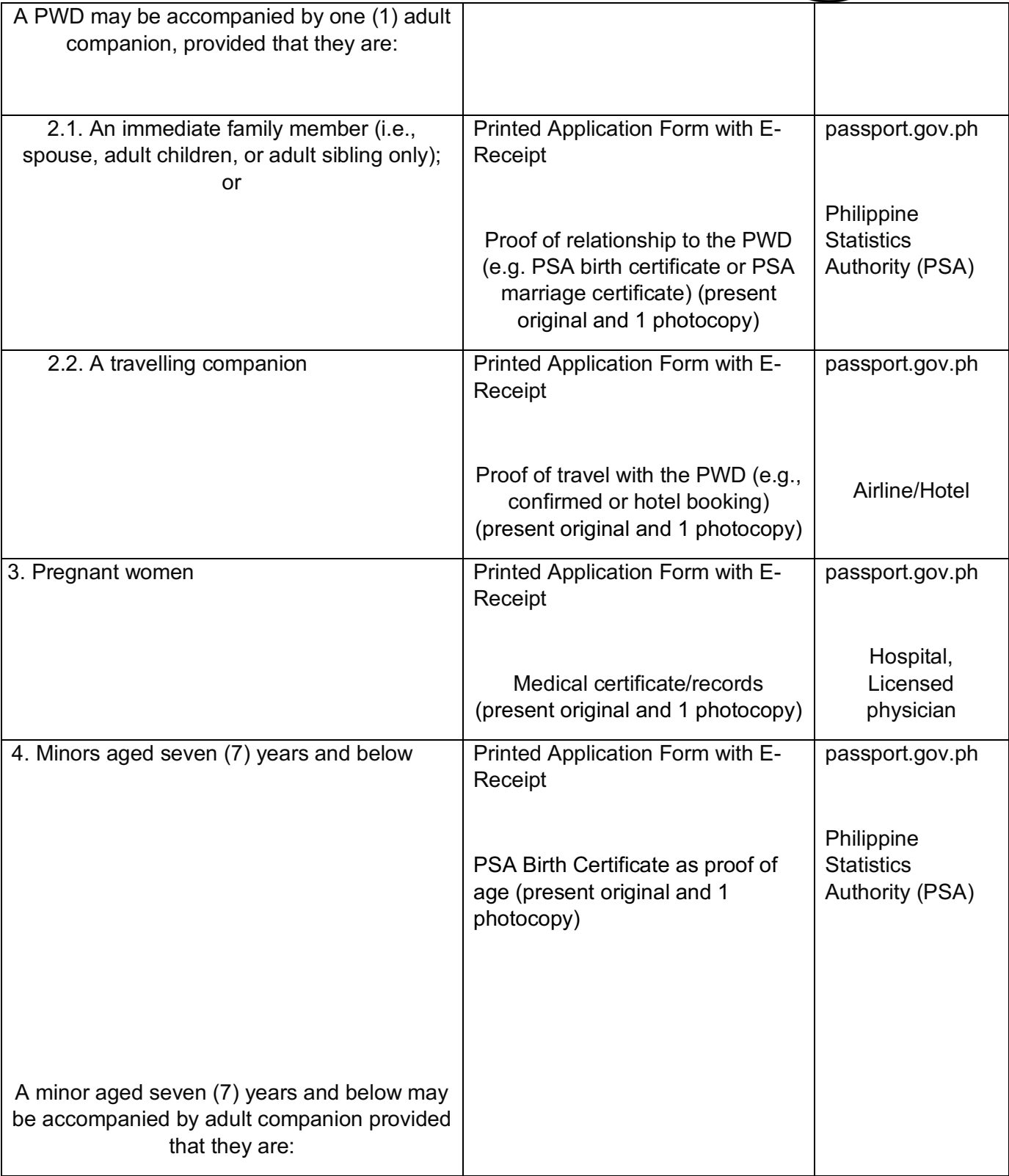
2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | | | |
|-----------------------------|-----------------------------|-----------------------------|---------------------|
| Office or Division: | CONSULAR OFFICE- BAGUIO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |



| | | |
|--|---|--|
| <p>4. Senior citizens</p> <p>A senior citizen may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> |
| <p>1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| <p>1.2. A travelling companion</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |





| | | |
|-------------------------------------|--|---|
| 4.1. Parent/s; or | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 4.2 Legal guardian; or | <p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Family Court</p> |
| 4.3 Authorized representative | <p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p> | <p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p> |
| 5. Solo parents | <p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p> |
| 6. Overseas Filipino Workers (OFWs) | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>Overseas Worker Welfare</p> |



| | | |
|--|--|---|
| | | Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |



| | | |
|------------------------------------|---|--|
| 7. Exceptional and emergency cases | <p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p> | <p>onlineappform.passport.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |
|------------------------------------|---|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) | |



| | |
|---|--|
| Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: | |



| | |
|---|--|
| School Records | School |
| Baptismal Certificate | Relevant Church |
| NBI Clearance | NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|--|
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |



| | |
|--|--|
| <p><i>For lost expired passport:</i></p> <p>Affidavit of loss</p> <p>PSA Birth certificate (if no photocopy of passport)</p> <p>Valid ID</p> | <p>Notary Public</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> |
| <p><i>For applicants with travel document:</i></p> <p>Affidavit of Explanation</p> <p>Original Travel Document (original)</p> | <p>FSP</p> |
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p>*Some additional requirements stated above may be required to some applicants depending on their case.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--------------------------|-----------------|-----------------|---------------------------|
| 1. Secure an appointment via email from | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |



| | | | | |
|--|---|------|-----------|----------------------------|
| baguio.rco@dfa.gov.ph | | | | |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|------------------------|------------------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the | None | 15 minutes | <i>Verifier</i> |



| | | | | |
|---|---|------|------------|---|
| | <p>Department's Look-Out-List (LOL)</p> <p>4.1 Forward the passport application forms to the Processing Counter</p> | | | |
| <p>5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>5. Receive the queuing number, conduct interviews and verify the authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the</p> | None | 15 minutes | <p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |



| | | | | |
|---|---|--|-----------|---------|
| | <p>release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> | 5 minutes | Cashier |



| | | | | |
|--------------------------|--|---|-----------------------|--|
| 8.1 Receive the passport | 8.1 Issue the passport to the applicants | | | |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |

INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | |
|---|--|
| Office or Division: | Consular Office- Baguio |
| Classification: | Simple |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file |
| ADDITIONAL REQUIREMENTS | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: | Administrative Officer Financial Analyst Property Officer Records Officer |



| -Certificate of Clearance from Accountabilities | | | | |
|---|--|--------------------|-----------------|------------------------|
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the | None | 3 days | Administrative Officer |



| | | | | |
|--------------|------------------------|------|--------|--|
| | reason for disapproval | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- Baguio | | |
|--|---|---|-----------------|------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |



| | | | |
|--------------|------|---------|--|
| TOTAL | None | 20 days | |
|--------------|------|---------|--|

III. Issuance of Certificate for Travel Abroad

| Office or Division: | Consular Office- Baguio | | | |
|--|--|------------------------|------------------------|-------------------------------|
| Classification: | Complex (Multi-Stage) | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| Approved Application for Leave Form | Employee's Personal File or Records Officer | | | |
| Booking Ticket | Employee's Personal File | | | |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and | None | 1 day | <i>Communications Officer</i> |



| | | | | |
|--------------|-----------------------|------|---------|--|
| | transmitted via pouch | | | |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|---|
| <i>How to send feedback?</i> | <p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop accomplished form the designated drop box located in front of the Encoding Section.</p> |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |



| | |
|---|---|
| <p><i>How complaints are processed?</i></p> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO BAGUIO - (074) 8422 1465; (074) 8442 2258; baguio.rco@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB)</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE BUTUAN CITY, AGUSAN DEL NORTE

EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|---|-------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE BUTUAN | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|--|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|---|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>D.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| <p>D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.1.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>D.1.7 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p> | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth</p> <p>Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|--|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment via email from butuan.rco@dfa.gov.ph include as attachment a scanned copy of the requirements | 1. To preevaluate the requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 4. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

j

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1.Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|---|------------|---------|
| | <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|---|------------|---|
| | | on of the Philippin e Consula te General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | | | |
|---|----------------------------------|--|--|
| Office or Division: | CONSULAR OFFICE BUTUAN | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens married abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.2. Marriage Certificate | | Issuing Authority where the marriage took place | |



| | |
|---|--|
| <p>A.3 Birth Certificate of both parties</p> <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> | |



| | |
|--|---|
| <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>B.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>B.6. Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>B.7. Notarized Affidavit of Delayed Registration</p> | <p>Any notary public</p> |
| <p>B.8. Notarized Affidavit of Two (2) Disinterested persons</p> | <p>Any notary public</p> |
| <p>B.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</p> | |
| <p>C.1. Party being registered married less than one (1) year</p> | |
| <p>C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |



| | |
|--|---|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |
| C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA | PSA |
| C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| C.1.4.1. Photocopies of datapage | |
| C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |



| | |
|--|---|
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| <p>C.2.2. Birth Certificate of both parties</p> <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|---|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate</p> <p>issued by the PSA.</p> | PSA |
| <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|--|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| <p>D.2.3. Birth Certificate of both parties</p> <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract | Client |



| | |
|--|---|
| or working permit (if working abroad at the time of marriage) | |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.1.4.1 Photocopies of datapage | |



| | |
|--|---|
| E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |



| | |
|--|---|
| E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |



| | |
|---|--|
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| <p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |



| | |
|--|---------------------------------|
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.9 Notarized Affidavit of Two (2) Disinterested persons *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i> | Cashier |

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|---|---|------|-------------|--|
| 1. Secure an appointment via email from butuan.rco@dfa.gov.ph include as attachment a scanned copy of the requirements | 1. To preevaluate the requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|--|--|------------|---------|
| | to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | 3. Accept the payment based on the required consular fee/s. 3.1 Give the validated official receipt to the applicant. | USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consul | 10 minutes | Cashier |



| | | | | |
|--|---|---|------------|---|
| | | ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE BUTUAN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate | Foreign Authority |



| | |
|--|---------------------------------|
| 2. Certificate of Sealing of Casket | Philippine Foreign Service Post |
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment via email from butuan.rco@dfa.gov.ph include as attachment a scanned copy of the requirements | 2. To preevaluate the requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|-----------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|-----------------------------|-----------------------------|
| Office or Division: | CONSULAR OFFICE BUTUAN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |



| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |



| | |
|---|--|
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |



| | | | | |
|--|---------------|--|-----------------|--------------------|
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| School ID (for 7 years old and above) | | School | | |
| ADDITIONAL REQUIREMENTS FOR MINORS | | | | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | PSA Notary Public | | |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor’s companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor’s companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|--|---|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days | Releasing Officer |



| | | | | |
|---|--|---|--|--|
| 5.2 Verify all details in passport are correct. | | | (COs outside Metro Manila) | |
| 5.3 Sign on signature pad. | | | 20 minutes waiting time | |
| | | | 10 minutes | |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

B. Renewal of a Regular Passport

| | |
|----------------------------|------------------------|
| Office or Division: | CONSULAR OFFICE BUTUAN |
| Classification: | Highly Technical |



| | |
|--|--|
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss | Notary Public |



| PSA Birth certificate (if no photocopy of passport) Valid ID | PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID | | | |
|--|---|--|-----------------|--|
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP | | | |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI | | | |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | | |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite | 20 minutes | Staff, Project and Information Technology Support |



| | | | | |
|--|---|----------------------------|---|--------------------|
| | | PHP 50 for convenience fee | | |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days | Releasing Officers |



| | | | | |
|---|-------------------------|---|--|--|
| 5.2 Verify all details in passport are correct. | 5.2 Cancel old passport | | (COs outside Metro Manila) | |
| 5.3 Sign on signature pad. | | | 20 minutes waiting time | |
| 5.4 present old passport for cancellation | | | 10 minutes | |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government



officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- BUTUAN | | |
|--|-----------------------------|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 5. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |



| | | |
|--|--|--|
| <p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |
| <p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| <p>2.2. A travelling companion</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>3. Pregnant women</p> | <p>Printed Application Form with E-Receipt</p> <p>Medical certificate/records (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Hospital, Licensed physician</p> |
| <p>4. Minors aged seven (7) years and below</p> | <p>Printed Application Form with E-Receipt</p> | <p>passport.gov.ph</p> |



| | | |
|---|--|---|
| <p>A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:</p> | <p>PSA Birth Certificate as proof of age (present original and 1 photocopy)</p> | <p>Philippine Statistics Authority (PSA)</p> |
| <p>4.1. Parent/s; or</p> | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| <p>4.2 Legal guardian; or</p> | <p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Family Court</p> |
| <p>4.3 Authorized representative</p> | <p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p> | <p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p> |
| <p>5. Solo parents</p> | <p>Printed Application Form with E-Receipt</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare</p> |



| | | |
|-------------------------------------|---|---|
| | Valid Solo Parent Identification Card (present original and 1 photocopy) | and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pasport.gov.ph |
| | Valid OWWA E-card (present original and 1 photocopy) | Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pasport.gov.ph |
| | Valid employment contract (present original and 1 photocopy) | Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pasport.gov.ph |
| | Valid work visa (present original and 1 photocopy) | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |



| | | |
|------------------------------------|---|--|
| | <p>Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application.</p> <p>(present original and 1 photocopy) (present original and 1 photocopy)</p> | Agency/Employer |
| 7. Exceptional and emergency cases | <p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p> | <p>onlineappform.passport.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |



| ADDITIONAL REQUIREMENTS | |
|--|--|
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: | PSA |



| | |
|--|--|
| PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| | |
|---|---|
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| <p align="center">Renewal Adult Applicants</p> <p align="center">FOR MINOR APPLICANTS</p> | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |



| ADDITIONAL REQUIREMENTS | |
|--|---|
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority |



| | |
|--|--|
| | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|--|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1. Secure an appointment via email from butuan.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> <i>Civil Registry Desk</i> |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |



| | | | | |
|--|--|------|------------|---|
| | | | | |
| 3. Wait for the issuance of queueing number in the front desk | <p>3. Issue a queuing number for the qualified applicant.</p> <p>3.1 Forward the filled-out passport application forms to the Verification Section</p> | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | <p>4. Verify if the applicant is included in the Department's Look-Out-List (LOL)</p> <p>4.1 Forward the passport application forms to the Processing Counter</p> | None | 15 minutes | <i>Verifier</i> |
| <p>5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> | <p>5. Receive the queuing number, conduct interviews and verify the authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> | None | 15 minutes | <p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |



| | | | | |
|---|---|---------------------------------------|-----------|---------|
| 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | 6. Accept the payment based on the amount indicated in the official receipt | Express processing fee – PHP 1,200.00 | 5 minutes | Cashier |



| | | | | |
|---------------------------------|---|---|------------|----------------|
| | 6.1 Give the validated official receipt to the applicant | <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | | |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents | None | 15 minutes | <i>Encoder</i> |



| | | | | |
|---|---|---|--------------------------|----------------------------|
| 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct. | 7.1 Save the data of the applicant 7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit. | | | |
| 8. Return on the tentative release date indicated on the official receipt and present the original official receipt 8.1 Receive the passport | 8. Receive the official receipt then verify and locate the passport 8.1 Issue the passport to the applicants | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | | |
|--|--|--|--|-----------------|------------------------|
| Office or Division: | Consular Office- Butuan | | | | |
| Classification: | Simple | | | | |
| Type of Transaction: | G2C- Government to Citizens | | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | | |
| CORE REQUIREMENTS | | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that | | None | 5 minutes | Administrative Officer |



| | | | | |
|---|---|------|--------|-------------------------------|
| | it is properly filled-out | | | |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | None | 3 days | <i>Administrative Officer</i> |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | |
|-----------------------------|-----------------------------|
| Office or Division: | Consular Office- Butuan |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |



| Who may avail: | | DFA Personnel assigned at Consular Office | | |
|--|---|---|-----------------|------------------------|
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|-----------------------------|--|
| Office or Division: | Consular Office- Butuan |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |



| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|--|--|--|-----------------|-------------------------------|
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-----------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |



| | |
|---|---|
| <p><i>How feedbacks are processed?</i></p> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <p><i>How to file a complaint?</i></p> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <p><i>How complaints are processed?</i></p> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> |



| | |
|---|--|
| | <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO BUTUAN - (085) 8815 5571; (085) 8815 0115; butuan.rco@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB)</i></p> <p><i>,</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



**CONSULAR OFFICE
CAGAYAN DE ORO CITY, MISAMIS
ORIENTAL**

EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|---|--------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE CAGAYAN DE ORO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|---|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|---|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>D.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| <p>D.1.3 PSA Negative Certification of Birth</p> <p>Record (CRS Form no. 1)</p> | Philippine Statistics Authority |
| <p>D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | Issuing Authority where the applicant was born |
| <p>D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate</p> | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.1.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>D.1.7 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p> | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth</p> <p>Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|--|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from rco.cdo@gmail.com attaching a scanned copy of the requirements | 1. To pre-evaluate the application and set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| | | te General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | | | |
|---|----------------------------------|--|--|
| Office or Division: | CONSULAR OFFICE CAGAYAN DE ORO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens married abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.2. Marriage Certificate | | Issuing Authority where the marriage took place | |
| A.3 Birth Certificate of both parties | | | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | <p>PSA</p> |



| | |
|--|---|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | <p>PSA</p> |



| | |
|--|--|
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| <p>D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|---|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | <p>Client</p> |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | <p>Bureau of Immigration or FSP</p> |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| <p>E.1.4.1 Photocopies of datapage</p> <p>E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|----------------------------------|
| 1.Secure an appointment from rco.cdo@gmail.com attaching a scanned copy of the requirements | 1.To preevaluae the application and set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCES SING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|------------------|--------------------|
|--------------|----------------|-----------------|------------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |



C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE CAGAYAN DE ORO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report | Foreign Authority Philippine Foreign Service Post Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|---|---|------|-------------|---------------------------|
| 1. Secure an appointment from rco.cdo@gmail.com attaching a scanned copy of the requirements | 1. To pre-evaluate the application and set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---|
| 3. Pay the required consular fees at the second floor Cashier. | 3. Accept the payment based on the required consular fee/s. 3.1 Give the validated official receipt to the applicant. | USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | 10 minutes | Cashier |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE CAGAYAN DE ORO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), |



| | |
|--|---|
| | Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|---|
| <p>If birth certificate is late registered:</p> <p>Late registered birth certificate (present original, 1 photocopy)</p> <p>IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | <p>PSA</p> <p>NBI</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>If applicant is born on or before 1950:</p> <p>PSA Authenticated Certificate of No Birth Record</p> <p>Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Old documents to establish identity:</p> <p>School Records</p> <p>Baptismal Certificate</p> <p>NBI Clearance</p> | <p>School</p> <p>Relevant Church</p> <p>NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph</p> <p>DFA</p> |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> | <p>PSA</p> <p>Notary Public</p> |



| | |
|---|---|
| If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---------------|---|-----------------|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | <p>PHP 950.00 for regular <u>or</u> Php 1200 for expedite</p> <p>PHP 50 for convenience fee</p> | 20 minutes | <p><i>Staff,</i></p> <p>Project and Information Technology Support</p> |



| | | | | |
|---|---|------|--|--------------------------|
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | <i>*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</i> 20 minutes waiting time | <i>Releasing Officer</i> |



| | | | | |
|--------------|--|--|---|--|
| | | | 10 minutes | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

B. Renewal of a Regular Passport

| | |
|--|--------------------------------|
| Office or Division: | CONSULAR OFFICE CAGAYAN DE ORO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |



| | |
|--|--|
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |



| | |
|---|--|
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p>*Some additional requirements stated above may be required to some applicants depending on their case.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|-------------------------------|---|--|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee</p> | 20 minutes | <p><i>Staff,</i></p> <p>Project and Information Technology Support</p> |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents | None | <i>*Applicant must be at the consular office 30 minutes before the</i> | <i>Verifiers</i> |



| | | | | |
|---|---|------|---|---------------------------|
| | 2.1 verify appointment | | <i>scheduled appointment.</i> 5 minutes | |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time | <i>Releasing Officers</i> |



| | | | | |
|---|--|---|--|--|
| 5.4 present old passport for cancellation | | | 10 minutes | |
| Total | | PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|-----------------------------|---------------------------------|
| Office or Division: | CONSULAR OFFICE- CAGAYAN DE ORO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |



| Who May Avail | List of Requirements | Where to Get |
|--|---|--|
| <p>6. Senior citizens</p> <p>A senior citizen may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> |
| <p>1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| <p>1.2. A travelling companion</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |



| | | |
|--|---|--|
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |



| | | |
|-------------------------------------|--|---|
| 4.1. Parent/s; or | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 4.2 Legal guardian; or | <p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Family Court</p> |
| 4.3 Authorized representative | <p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p> | <p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p> |
| 5. Solo parents | <p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p> |
| 6. Overseas Filipino Workers (OFWs) | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>Overseas Worker Welfare</p> |



| | | |
|--|--|---|
| | | Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |



| | | |
|------------------------------------|---|--|
| 7. Exceptional and emergency cases | <p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p> | <p>onlineappform.passport.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |
|------------------------------------|---|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) | |



| | |
|---|--|
| Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: | |



| | |
|---|--|
| School Records | School |
| Baptismal Certificate | Relevant Church |
| NBI Clearance | NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|--|
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |



| | |
|--|--|
| <p><i>For lost expired passport:</i></p> <p>Affidavit of loss</p> <p>PSA Birth certificate (if no photocopy of passport)</p> <p>Valid ID</p> | <p>Notary Public</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> |
| <p><i>For applicants with travel document:</i></p> <p>Affidavit of Explanation</p> <p>Original Travel Document (original)</p> | <p>FSP</p> |
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p>*Some additional requirements stated above may be required to some applicants depending on their case.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|------|-------------|---------------------------|
| 1. Secure an appointment from rco.cdo@gmail.com | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|---|--|------|------------|---|
| 4. Wait for the number to be called inside the processing area | <p>4. Verify if the applicant is included in the Department's Look-Out-List (LOL)</p> <p>4.1 Forward the passport application forms to the Processing Counter</p> | None | 15 minutes | <i>Verifier</i> |
| <p>5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>5. Receive the queuing number, conduct interviews and verify the authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for</p> | None | 15 minutes | <p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |



| | | | | |
|---|--|--|-----------|---------|
| | <p>picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> | 5 minutes | Cashier |



| | | | | |
|---|---|---|------------|----------------------------|
| | | <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | | |
| <p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | None | 15 minutes | <i>Encoder</i> |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> | <p>8. Receive the official receipt then verify and locate the passport</p> | None | 10 minutes | <i>Releasing Personnel</i> |



| | | | | |
|--------------------------|--|---|--------------------------|--|
| 8.1 Receive the passport | 8.1 Issue the passport to the applicants | | | |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |



INTERNAL SERVICES



VII. Application for Vacation or Sick Leave

| | |
|--|--|
| Office or Division: | Consular Office- Cagayan de Oro |
| Classification: | Simple |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file |
| ADDITIONAL REQUIREMENTS | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |
| If application for sick leave is filed in advance or exceeding five (5) days: | Hospital or Clinic |



| -Medical Certificate | | | | |
|---|---|-----------------|-----------------|-------------------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 5. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 6. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 6.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 6.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 6.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | None | 3 days | <i>Administrative Officer</i> |
| TOTAL | | None | 3 days | |



VIII. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- Cagayan de Oro | | |
|--|--|---|-----------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
| 5. Submit the request letter to the Administrative Officer | 9. Receive the request letter 9.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 10. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 6. Sign the receiving copy of the certificate | 11. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

IX. Issuance of Certificate for Travel Abroad



| Office or Division: | | Consular Office- Cagayan de Oro | | |
|--|--|--|-----------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 5. Submit the approved leave application form and booking ticket to the Administrative Officer | 5. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 12. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 6. Sign receiving copy of the certificate | 6. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |



| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|---|
| <i>How to send feedback?</i> | <p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop accomplished form the designated drop box located in front of the Encoding Section.</p> |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices</p> |



| | |
|---|---|
| | <p>Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO CAGAYAN DE ORO - (088) 8857 6565; (088) 8857 2175; cdo.rco@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB)</i></p> <p><i>,</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE CALASIAO, PANGASINAN





I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE CALASIAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|---|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|---|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>D.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| <p>D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.1.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>D.1.7 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p> | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth</p> <p>Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| <p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|--|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from calasiao.rco@dfa.gov.ph attaching a scanned copy of the requirements | 1. To pre-evaluate the application and set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate</p> | 10 minutes | Cashier |



| | | | | |
|--|---|---|------------|---|
| | | te General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | | | |
|---|----------------------------------|--|--|
| Office or Division: | CONSULAR OFFICE CALASIAO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens married abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.2. Marriage Certificate | | Issuing Authority where the marriage took place | |
| A.3 Birth Certificate of both parties | | | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | <p>PSA</p> |



| | |
|--|---|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | <p>PSA</p> |



| | |
|--|--|
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| <p>D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|---|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate</p> <p>issued by the PSA.</p> | PSA |
| <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | Client |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | Client |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | PSA |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | Client |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | Bureau of Immigration or FSP |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | Cashier |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| <p>E.1.4.1 Photocopies of datapage</p> <p>E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|---------------------------|
| 1.Secure an appointment from calasiao.rco@dfa.gov.ph attaching a scanned copy of the requirements | 1.To preevaluae the application and set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |



C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE CALASIAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report | Foreign Authority Philippine Foreign Service Post Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|------|-------------|---------------------------|
| 1. Secure an appointment from calasiao.rco@dfa.gov.ph attaching a scanned copy of the requirements | 1. To pre-evaluate the application and set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | <p>USD 25 or</p> <p>*USD 50/</p> <p>* USD 75</p> | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE CALASIAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), |



| | |
|--|---|
| | Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|---|
| <p>If birth certificate is late registered:</p> <p>Late registered birth certificate (present original, 1 photocopy)</p> <p>IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | <p>PSA</p> <p>NBI</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>If applicant is born on or before 1950:</p> <p>PSA Authenticated Certificate of No Birth Record</p> <p>Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Old documents to establish identity:</p> <p>School Records</p> <p>Baptismal Certificate</p> <p>NBI Clearance</p> | <p>School</p> <p>Relevant Church</p> <p>NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph</p> <p>DFA</p> |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> | <p>PSA</p> <p>Notary Public</p> |



| | |
|---|---|
| If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---------------|---|-----------------|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | <p>PHP 950.00 for regular <u>or</u> Php 1200 for expedite</p> <p>PHP 50 for convenience fee</p> | 20 minutes | <p><i>Staff,</i></p> <p>Project and Information Technology Support</p> |



| | | | | |
|---|---|------|--|--------------------------|
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | <i>*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</i> 20 minutes waiting time | <i>Releasing Officer</i> |



| | | | | |
|--------------|--|--|---|--|
| | | | 10 minutes | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

B. Renewal of a Regular Passport

| | |
|--|-----------------------------|
| Office or Division: | CONSULAR OFFICE CALASIAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |



| | |
|--|--|
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |



| | |
|---|--|
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p>*Some additional requirements stated above may be required to some applicants depending on their case.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|-------------------------------|---|--|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee</p> | 20 minutes | <p><i>Staff,</i></p> <p>Project and Information Technology Support</p> |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents | None | <i>*Applicant must be at the consular office 30 minutes before the</i> | <i>Verifiers</i> |



| | | | | |
|---|---|------|---|---------------------------|
| | 2.1 verify appointment | | <i>scheduled appointment.</i> 5 minutes | |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time | <i>Releasing Officers</i> |



| | | | | |
|---|--|---|--|--|
| 5.4 present old passport for cancellation | | | 10 minutes | |
| Total | | PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|-----------------------------|-----------------------------|
| Office or Division: | CONSULAR OFFICE- CALASIAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |



| Who May Avail | List of Requirements | Where to Get |
|--|---|--|
| <p>7. Senior citizens</p> <p>A senior citizen may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> |
| <p>1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| <p>1.2. A travelling companion</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |



| | | |
|-------------------------------------|--|---|
| 4.1. Parent/s; or | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 4.2 Legal guardian; or | <p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Family Court</p> |
| 4.3 Authorized representative | <p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p> | <p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p> |
| 5. Solo parents | <p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p> |
| 6. Overseas Filipino Workers (OFWs) | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>Overseas Worker Welfare</p> |



| | | |
|--|--|---|
| | | Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |



| | | |
|------------------------------------|---|--|
| 7. Exceptional and emergency cases | <p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p> | <p>onlineappform.passport.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |
|------------------------------------|---|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) | |



| | |
|---|--|
| Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: | |



| | |
|---|--|
| School Records | School |
| Baptismal Certificate | Relevant Church |
| NBI Clearance | NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|--|
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |



| | |
|--|--|
| <p><i>For lost expired passport:</i></p> <p>Affidavit of loss</p> <p>PSA Birth certificate (if no photocopy of passport)</p> <p>Valid ID</p> | <p>Notary Public</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> |
| <p><i>For applicants with travel document:</i></p> <p>Affidavit of Explanation</p> <p>Original Travel Document (original)</p> | <p>FSP</p> |
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p>*Some additional requirements stated above may be required to some applicants depending on their case.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|-------------------------------|--------------------------|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |



| | | | | |
|--|---|------|-----------|----------------------------|
| calasiao.rco@dfa.gov.ph | | | | |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the | None | 15 minutes | <i>Verifier</i> |



| | | | | |
|---|---|------|------------|---|
| | <p>Department's Look-Out-List (LOL)</p> <p>4.1 Forward the passport application forms to the Processing Counter</p> | | | |
| <p>5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>5. Receive the queuing number, conduct interviews and verify the authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the</p> | None | 15 minutes | <p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |



| | | | | |
|---|---|--|-----------|---------|
| | <p>release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> | 5 minutes | Cashier |



| | | | | |
|---|---|---|------------|--------------------------------|
| | | Penalty fee – PHP 350.00 | | |
| | | * For mutilated, lost valid or expired electronic passport | | |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents 7.1 Save the data of the applicant 7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit. | None | 15 minutes | <i>Encoder</i> |
| 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct. | | | | |
| 8. Return on the tentative release date indicated on the official receipt and present the original official receipt | 8. Receive the official receipt then verify and locate the passport | None | 10 minutes | <i>Releasing Personnel</i> |



| | | | | |
|--------------------------|--|---|--------------------------|--|
| 8.1 Receive the passport | 8.1 Issue the passport to the applicants | | | |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | |
|--|--|
| Office or Division: | Consular Office- Calasiao |
| Classification: | Simple |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file |
| ADDITIONAL REQUIREMENTS | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | Hospital or Clinic |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|------------------------|
| 7. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 8. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 8.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 8.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 8.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | None | 3 days | Administrative Officer |
| TOTAL | | None | 3 days | |



II. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- Calasiao | | |
|--|---|---|-----------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
| 7. Submit the request letter to the Administrative Officer | 13. Receive the request letter 13.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 14. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 8. Sign the receiving copy of the certificate | 15. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad



| Office or Division: | | Consular Office- Calasiao | | |
|--|--|--|-----------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 7. Submit the approved leave application form and booking ticket to the Administrative Officer | 7. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 16. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 8. Sign receiving copy of the certificate | 8. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

FEEDBACK AND COMPLAINTS MECHANISM



| | |
|--------------------------------------|---|
| <i>How to send feedback?</i> | <p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop accomplished form the designated drop box located in front of the Encoding Section.</p> |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> |



| | |
|--|---|
| | <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO CALASIAO - (075) 8632 7705; (075) 8632 7892; calasiao.rco@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB),</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE MANDAUE CITY, CEBU





I. AUTHENTICATION SERVICES

1. Authentication / Apostille

Philippine public documents must be authenticated by the DFA to be validly used in another sovereign state's jurisdiction.

| Office/Division: | CONSULAR OFFICE CEBU | |
|---|-----------------------------|--|
| Classification: | Simple | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Applicant | | |
| Government Issued Identification (ID) Card (1 Original and 1 Photocopy) | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | | DFA Website, Authentication Information Counter |
| Representative | | |
| Authorization Letter | | |
| Government Issued ID of Applicant (1 Photocopy) | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Government Issued ID of Representative (1 Original, 1 Photocopy) | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | | DFA Website, Authentication Information Counter |
| Other requirements (depending on the document for Authentication) | | |
| 1. NBI Clearance/Sundry | | |
| <ul style="list-style-type: none"> Original document issued by the NBI with dry seal | | |



| | |
|---|--|
| <i>Note: Personal copy is not valid.</i> | NBI |
| 2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records | |
| <ul style="list-style-type: none"> Original document issued by PSA/NSO | PSA |
| <ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <p><i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i></p> | Local Civil Registrar's Office |
| 3. School documents | |
| a. Elementary and High School Level (Form 137 and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Elementary/High School |
| <ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from DepEd Regional Office | DepEd Regional Office which has jurisdiction over the school |
| b. Technical and Vocational Courses (TOR and/or Diploma/National Certificate) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Technical/Vocational School |
| <ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from TESDA | TESDA Office which has jurisdiction over the school |
| c. Private/Local Colleges and Universities (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Private/Local College/University |
| <ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from CHED | CHED Office which has jurisdiction over the school |
| d. State Universities and Colleges (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy and Certification, Authentication and Verification from the school | State University/College |
| 4. PRC document/s | |



| | |
|--|--|
| <ul style="list-style-type: none"> • Certified True Copy from PRC | PRC |
| 5. Medical Certificate/s | |
| a. For employment | |
| <ul style="list-style-type: none"> • DOH stamp per document | DOH |
| b. For other purposes | |
| <ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate | DOH |
| 6. CAAP document/s | |
| <ul style="list-style-type: none"> • Certified by CAAP | CAAP |
| 7. Driver's License | |
| <ul style="list-style-type: none"> • Certification | LTO (main branch only) |
| 8. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity | |
| <ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments | Notary Public |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 9. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit | |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 10. Court document/s (Decision, Resolution, Order) | |
| <ul style="list-style-type: none"> • Certified True Copy from the court | Court where the case was filed |



| | |
|---|------------------------------|
| 11. Immigration Record/s | |
| <ul style="list-style-type: none"> • Certified by BI | BI |
| 12. DSWD Clearance | |
| <ul style="list-style-type: none"> • Original document issued by DSWD | DSWD |
| 13. Police Clearance/Sundry | |
| <ul style="list-style-type: none"> • Original document issued by PNP | Police Station |
| 14. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.) | |
| <ul style="list-style-type: none"> • Certified True Copy from the issuing office | SEC / DTI / BIR / SSS / BPLO |
| 15. Barangay Clearance/Certificate | |
| <ul style="list-style-type: none"> • Mayor's certification/clearance | Mayor's Office |
| 16. Export document/s | |
| <ul style="list-style-type: none"> • Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document | PCCI / DOH / DA / BFAD |
| 17. Issuances by Philippine Embassy / Consulate to be used abroad | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from cebu.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|---------------------------------|
| Filing of documents for Authentication / Apostille | | | | |
| 1. Present document/s for authentication for initial evaluation at the Authentication Information Counter. | 1. Conduct initial evaluation on the document/s and answer queries concerning authentication requirements and procedures. 1.1 Issue queuing number and provide application form to be filled out by applicant/ representative | - | 5 minutes | <i>Authentication Processor</i> |
| 2. Fill out application form and wait for queuing number to be called at the Processing area. | 2. None | - | 1 hour | |
| 3. Submit accomplished application form, document/s for authentication, government issued ID, and authorization letter (for representatives) to the Processor for evaluation. | 3. Evaluate if documents presented by the applicant/ representative are complete and in order. Verify the signature of the official who signed the document. 3.1 Print and issue Authentication Slip to the applicant, indicating the date and time of release. | - | 30 minutes | <i>Authentication Processor</i> |
| 4. Present Authentication Slip and pay the | 4. Collect the appropriate authentication fee | Regular: | 5 minutes | <i>Cashier</i> |



| | | | | |
|---|---|---|---|--|
| appropriate authentication fee to the Cashier. | from the applicant/ representative, as indicated on the Authentication Slip. | PHP100 per document Expedite: PHP200 per document | | |
| | 5. Encode and issue Apostille / Authentication Certificate. 5.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication Certificate upon confirmation. | | 2 Working Days and 6 Working Hours) 20 Days* (for special cases needing further verification by issuing agency outside the DFA) | <i>Authentication Backend</i> <i>Authentication VAFIS Personnel</i> |
| Releasing of Authenticated documents | | | | |
| 1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area. | 1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 15 minutes | |
| 2. Present government issued ID at the appropriate releasing window. | 2. Check original government issued | - | 5 minutes | <i>Authentication Releasing Personnel</i> |



| | | | | |
|---|---|--|---|--|
| <p>3. Check accuracy and completeness of authenticated document/s received.</p> | <p>ID of applicant/ representative.</p> <p>2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form.</p> <p>2.2 Release authenticated/ Apostille document/s to the applicant/ representative.</p> <p>3. Provide Client Feedback Form to the applicant/ representative</p> | <p>-</p> | | |
| <p>TOTAL:</p> | | <p>Regular: PHP100 per document</p> <p>Expedite:</p> | <p>Regular: 3 Days</p> <p>Expedite: 1 Working Day</p> | |



| | | | | |
|--|---|---------------------------|------------|--|
| | | PHP200 per document | | |
| Releasing of Pending and Correction documents | | | | |
| 1. Proceed to the Pending and Correction window for evaluation. | 1. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area. | - | 10 minutes | <i>Authentication Releasing Personnel</i> |
| 2. Wait for name to be called at the Pending and Correction area. | 2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 30 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Present government issued ID to claim the authenticated document/s. | 3. Check original government issued ID of applicant/ representative. 3.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 3.2 Release authenticated/ Apostille document/s to the | - | 5 minutes | <i>Authentication Releasing Personnel</i> |



| | | | | |
|--|---|------|------------|--|
| 4. Check accuracy and completeness of authenticated / Apostille document/s received. | applicant/ representative. 4. Provide Client Feedback Form to the applicant/ representative. | - | | |
| TOTAL: | | None | 45 minutes | |

II. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|-----------------------------|-------------------------------|
| Office or Division: | CONSULAR OFFICE CEBU |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |



| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| <p>A.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| <p>Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-</p> | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| <p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p> | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| <p>A.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.1.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> | Client |



| | |
|--|--|
| - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|--|---|
| India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- | Client |



| | |
|--|---|
| acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|---|--|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.8. Passport of parents (current/ valid passports) | Client |



| | |
|--|---|
| -Photocopy of passport datapage | |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child | Client |
| -Photocopy of the passport datapage/ travel document | |



| | |
|--|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|---|---|
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|---|---|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |



| | |
|--|--|
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) | Client |



| | |
|--|---|
| -Photocopy of passport datapage | |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |



| | |
|--|---|
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non- submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non- submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non- submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| D.2.7 Passport of parents (valid at the time of | Client |



| | |
|--|---|
| <p>the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</p> | |



| E.1 In case the party seeking registration the child born more than one (1) year old | |
|---|--|
| E.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an | Client |



| | |
|--|--|
| Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | |
| E.1.7 Five (5) recent passport size photo the child | Client |
| E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| E.1.9 Notarized Affidavit of Delayed Registration | Notary public |
| E.1.10 Five (5) recent passport size photo the child | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|--|
| naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| <p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| <p>E.2.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |



| | |
|---|---|
| <p>E.2.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> - Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | <p>Client</p> |
| <p>E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.</p> | <p>Bureau of Immigration/ Foreign Service Post</p> |
| <p>E.2.8 Five (5) recent passport size photo the child</p> | <p>Client</p> |
| <p>E.2.9 PSA Birth certificate of Filipino parent</p> | <p>Philippine Statistics Authority</p> |
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit</p> | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |



| | |
|--|--|
| <p>of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---------------------------------|
| Certificate for Filipino Citizen issued by the Bureau of Immigration. | |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from cebu.rco@dfa.gov.ph attaching a scanned copy of the requirements | 1. To pre-evaluate the attached requirements and set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> <i>Civil Registry Desk</i> |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|--|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | under the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |

B. Report of Marriage



| Office or Division: | CONSULAR OFFICE CEBU |
|--|--|
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| A.5. Five (5) recent passport size photos of both parties | Client |



| | |
|--|---|
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |



| | |
|--|---|
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |
| C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA | PSA |
| C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| C.1.4.1. Photocopies of datapage | |
| C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |



| | |
|--|---|
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties | |
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |



| | |
|--|---|
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | |
| D.1.5. Five (5) recent passport size | Client |



| | |
|--|---|
| photos of both parties | |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage | Client |



| | |
|---|---|
| D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | PSA |



| | |
|--|---|
| <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>E.1.4.1 Photocopies of datapage</p> <p>E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| <p>E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| <p>E.2.3.Birth Certificate of both parties</p> <p>E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> | PSA |



| | |
|---|---|
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>E.2.4.1 Photocopies of datapage</p> <p>E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |



| | | |
|--|------|---|
| <ul style="list-style-type: none"> If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Juri | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | | Philippine Statistics Authority |
| | | |
| <p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | | Cashier |
| F.2 Party being registered married more than one (1) year | | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| | | Notary Public |
| F.1.2. Advisory on Marriages from PSA | | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) | | Issuing Authority where the marriage took place |



| | | |
|---|------|---------------------------------|
| <ul style="list-style-type: none"> If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Juri | |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | | Any notary public |
| F.1.9 Notarized Affidavit of Two (2) Disinterested persons | | Any notary public |
| *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | | |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> | | |
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i> | | |
| REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation; For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines; For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision | | |



For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1. Secure an appointment from cebu.rco@dfa.gov.ph attaching a scanned copy of the requirements | 1. To pre-evaluate the attached requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|----------------------------------|--|
| Office or Division: | CONSULAR OFFICE CEBU |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |



| | |
|---|---|
| Five (5) original copies of duly-accomplished and notarized Report of Death forms | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item No. 20 should be notarized by any notary public</i> | Notary Public |
| Five (5) photocopies of the following: | |
| 1. Death Certificate | Foreign Authority |
| 2. Certificate of Sealing of Casket | Philippine Foreign Service Post |
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from cebu.rco@dfa.gov.ph attaching a scanned copy of the requirements | 1. To pre-evaluate the attached requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|-------------------------------------|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|--|-------------------|--|
| <p>2. Submit the required documents to CRD Window 1 for initial assessment and verification</p> | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | <p>None</p> | <p>10 minutes</p> | <p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p> |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for</p> | <p>10 minutes</p> | <p>Cashier</p> |



| | | | | |
|--|---|---|------------|---|
| | | those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

III. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants



The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE CEBU |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |



| | |
|---|--|
| Foreign Passport (original, 1 photocopy) | |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate | School Relevant Church |



| | |
|--|--|
| NBI Clearance | NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| DSWD Clearance (present original, 1 photocopy) | | | | |
|--|---|--|--|---|
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |



| | | | | |
|--|---|--|--|--------------------------|
| | 4.2 capture applicant's photo and biometrics | | | |
| <p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> | <p>5. check receipt and locate passport</p> <p>5.1 release the passport</p> | None | <p>*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | <i>Releasing Officer</i> |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> | |



| | | | |
|--|---------------------------------------|-----------------------|--|
| | valid or expired electronic passport) | Releasing: 30 minutes | |
|--|---------------------------------------|-----------------------|--|

B. Renewal of a Regular Passport

| | |
|---|--|
| Office or Division: | CONSULAR OFFICE CEBU |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> | |



| | |
|--|--|
| <p>Affidavit of Lost</p> <p>Police Report</p> <p>PSA Birth certificate (if no photocopy of passport)</p> <p>Valid ID</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> |
| <p><i>For lost expired passport:</i></p> <p>Affidavit of loss</p> <p>PSA Birth certificate (if no photocopy of passport)</p> <p>Valid ID</p> | <p>Notary Public</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> |
| <p><i>For applicants with travel document:</i></p> <p>Affidavit of Explanation</p> <p>Original Travel Document (original)</p> | <p>FSP</p> |
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p>*Some additional requirements stated above may be required to some applicants depending on their case.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> |



| | | Relevant court | | |
|--|---|--|--|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |



| | | | | |
|---|--|--|---|----------------------------------|
| <p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5. check receipt and locate passport</p> <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | <p>None</p> | <p>*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | <p><i>Releasing Officers</i></p> |
| <p>Total</p> | | <p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |



2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- CEBU | | |
|--|-----------------------------|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 8. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|--|--|
| 1.2. A travelling companion | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |
| <p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 2.2. A travelling companion | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |



| | | |
|--|---|--|
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt | passport.gov.ph |



| | | |
|-------------------------------------|--|---|
| | Special Power of Attorney (1 original) | Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pas sport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pas sport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pas sport.gov.ph |



| | | |
|------------------------------------|--|--|
| | | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | onlineappform.pasport.gov.ph Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---------------------------|-----------------|
| CORE REQUIREMENTS | |



| | |
|--|--|
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: | Local Civil Registry PSA |



| | |
|---|---|
| Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| | |
|---|---|
| <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> <p>If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | Notary Public |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| <p align="center">Renewal Adult Applicants</p> <p align="center">FOR MINOR APPLICANTS</p> | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |



| | |
|--|--|
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA |



| | |
|--|---|
| | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|----------------------------------|
| 1. Secure an appointment from cebu.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |



| | | | | |
|---|--|------|------------|--|
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), | 5. Receive the queueing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|--|--|--|--|
| <p>proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
|---|--|--|--|--|



| | | | | |
|---|--|--|------------|---------|
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan | None | 15 minutes | Encoder |



| | | | | |
|--|---|------------------------------|-------------------|-----------------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | <p>None</p> | <p>10 minutes</p> | <p><i>Releasing Personnel</i></p> |
| <p>Total</p> | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | <p>1 hour and 10 minutes</p> | | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|-----------------------|--|-------------------|---------------------------|
| Office or Division: | | Consular Office- Cebu | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROC ESSIN | PERSON RESPONSIBLE |



| | | | G TIME | |
|---|---|------|-------------------|-------------------------------|
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | None | 3 days | <i>Administrative Officer</i> |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment



| Office or Division: | | Consular Office- Cebu | | |
|--|---|---|------------------|------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCES SING TIME | PERSON RESPONSIBLE |
| 9. Submit the request letter to the Administrative Officer | 17. Receive the request letter 17.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 18. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 10. Sign the receiving copy of the certificate | 19. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|-----------------------------|-----------------------------|
| Office or Division: | Consular Office- Cebu |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |



| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
|--|--|--|-----------------|-------------------------------|
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 9. Submit the approved leave application form and booking ticket to the Administrative Officer | 9. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 20. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 10. Sign receiving copy of the certificate | 10. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |



| | |
|---|---|
| <p><i>How feedbacks are processed?</i></p> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <p><i>How to file a complaint?</i></p> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <p><i>How complaints are processed?</i></p> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> |



| | |
|---|---|
| | CO CEBU - (032) 8520 6551; (032) 8520 6550; cebu.rco@dfa.gov.ph |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763 Presidential Complaints Center: 8888 CSC Contact Center ng Bayan: 0908-881-6565 (SMS) Anti-Red Tape Authority: 8478-5091/ 8478-5099 |



CONSULAR OFFICE CLARIN, MISAMIS OCCIDENTAL

EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| Office or Division: | CONSULAR OFFICE CLARIN |
|--|---|
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| Item 20 should be notarized by any notary public | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|---|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| <p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|--|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1. Secure an appointment from clarin.co@dfa.gov.ph attaching a scanned copy of the requirements | 1. To pre-evaluate and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| | | te General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | | | |
|---|----------------------------------|--|--|
| Office or Division: | CONSULAR OFFICE CLARIN | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens married abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.2. Marriage Certificate | | Issuing Authority where the marriage took place | |
| A.3 Birth Certificate of both parties | | | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | <p>PSA</p> |



| | |
|--|---|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | <p>PSA</p> |



| | |
|--|--|
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| <p>D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|---|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | Client |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | Client |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | PSA |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | Client |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | Bureau of Immigration or FSP |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | Cashier |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1.Secure an appointment from clarin.co@dfa.gov.ph attaching a scanned copy of the requirements | 1.To pre-evaluate and set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> <i>Civil Registry Desk</i> |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |



C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE CLARIN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report | Foreign Authority Philippine Foreign Service Post Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|------|-------------|--|
| 1. Secure an appointment from clarin.co@dfa.gov.ph attaching a scanned copy of the requirements | 1. To pre-evaluate and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---|
| 3. Pay the required consular fees at the second floor Cashier. | 3. Accept the payment based on the required consular fee/s. 3.1 Give the validated official receipt to the applicant. | USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | 10 minutes | Cashier |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE CLARIN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), |



| | |
|---|---|
| | Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|---|
| <p>If birth certificate is late registered:</p> <p>Late registered birth certificate (present original, 1 photocopy)</p> <p>IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | <p>PSA</p> <p>NBI</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>If applicant is born on or before 1950:</p> <p>PSA Authenticated Certificate of No Birth Record</p> <p>Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Old documents to establish identity:</p> <p>School Records</p> <p>Baptismal Certificate</p> <p>NBI Clearance</p> | <p>School</p> <p>Relevant Church</p> <p>NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph</p> <p>DFA</p> |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> | <p>PSA</p> <p>Notary Public</p> |



| | |
|---|---|
| If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---------------|---|-----------------|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | <p>PHP 950.00 for regular <u>or</u> Php 1200 for expedite</p> <p>PHP 50 for convenience fee</p> | 20 minutes | <p><i>Staff,</i></p> <p>Project and Information Technology Support</p> |



| | | | | |
|---|---|------|--|--------------------------|
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | <i>*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</i> 20 minutes waiting time | <i>Releasing Officer</i> |



| | | | | |
|--------------|--|--|---|--|
| | | | 10 minutes | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

B. Renewal of a Regular Passport

| | |
|--|-----------------------------|
| Office or Division: | CONSULAR OFFICE CLARIN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |



| | |
|--|--|
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |



| | |
|---|--|
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p><i>*Some additional requirements stated above may be required to some applicants depending on their case.</i></p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|-------------------------------|---|--|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee</p> | 20 minutes | <p><i>Staff,</i></p> <p>Project and Information Technology Support</p> |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents | None | <i>*Applicant must be at the consular office 30 minutes before the</i> | <i>Verifiers</i> |



| | | | | |
|---|---|------|---|---------------------------|
| | 2.1 verify appointment | | <i>scheduled appointment.</i> 5 minutes | |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time | <i>Releasing Officers</i> |



| | | | | |
|---|--|---|--|--|
| 5.4 present old passport for cancellation | | | 10 minutes | |
| Total | | PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|-----------------------------|-----------------------------|
| Office or Division: | CONSULAR OFFICE- CLARIN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |



| Who May Avail | List of Requirements | Where to Get |
|--|---|--|
| <p>9. Senior citizens</p> <p>A senior citizen may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> |
| <p>1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| <p>1.2. A travelling companion</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |



| | | |
|-------------------------------------|--|---|
| 4.1. Parent/s; or | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 4.2 Legal guardian; or | <p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Family Court</p> |
| 4.3 Authorized representative | <p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p> | <p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p> |
| 5. Solo parents | <p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p> |
| 6. Overseas Filipino Workers (OFWs) | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>Overseas Worker Welfare</p> |



| | | |
|--|--|---|
| | | Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |



| | | |
|------------------------------------|---|--|
| 7. Exceptional and emergency cases | <p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p> | <p>onlineappform.passport.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |
|------------------------------------|---|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) | |



| | |
|---|--|
| Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: | |



| | |
|---|--|
| School Records | School |
| Baptismal Certificate | Relevant Church |
| NBI Clearance | NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|--|
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |



| | |
|--|--|
| <p><i>For lost expired passport:</i></p> <p>Affidavit of loss</p> <p>PSA Birth certificate (if no photocopy of passport)</p> <p>Valid ID</p> | <p>Notary Public</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> |
| <p><i>For applicants with travel document:</i></p> <p>Affidavit of Explanation</p> <p>Original Travel Document (original)</p> | <p>FSP</p> |
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p>*Some additional requirements stated above may be required to some applicants depending on their case.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|------|-------------|---------------------------|
| 1. Secure an appointment from clarin.co@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

g

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|---|--|------|------------|---|
| 4. Wait for the number to be called inside the processing area | <p>4. Verify if the applicant is included in the Department's Look-Out-List (LOL)</p> <p>4.1 Forward the passport application forms to the Processing Counter</p> | None | 15 minutes | <i>Verifier</i> |
| <p>5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>5. Receive the queuing number, conduct interviews and verify the authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for</p> | None | 15 minutes | <p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |



| | | | | |
|---|--|--|-----------|---------|
| | <p>picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> | 5 minutes | Cashier |



| | | | | |
|---|---|---|------------|----------------------------|
| | | <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | | |
| <p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | None | 15 minutes | <i>Encoder</i> |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> | <p>8. Receive the official receipt then verify and locate the passport</p> | None | 10 minutes | <i>Releasing Personnel</i> |



| | | | | |
|--------------------------|--|---|-----------------------|--|
| 8.1 Receive the passport | 8.1 Issue the passport to the applicants | | | |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | |
|--|--|
| Office or Division: | Consular Office- Clarin |
| Classification: | Simple |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file |
| ADDITIONAL REQUIREMENTS | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |
| If application for sick leave is filed in advance or exceeding five (5) days: | Hospital or Clinic |



| -Medical Certificate | | | | |
|--|--|-----------------|-----------------|------------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 9. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 10. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 10.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 10.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 10.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | None | 3 days | Administrative Officer |
| TOTAL | | None | 3 days | |



II. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- Clarin | | |
|---|---|---|-----------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
| 11. Submit the request letter to the Administrative Officer | 21. Receive the request letter 21.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 22. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 12. Sign the receiving copy of the certificate | 23. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad



| Office or Division: | | Consular Office- Clarin | | |
|---|---|--|-----------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Approved Application for Leave Form | | Employee's Personal File or Records Officer | | |
| Booking Ticket | | Employee's Personal File | | |
| Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 11. Submit the approved leave application form and booking ticket to the Administrative Officer | 11. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 24. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 12. Sign receiving copy of the certificate | 12. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |



FEEDBACK AND COMPLAINTS MECHANISM

| | |
|--------------------------------------|---|
| <i>How to send feedback?</i> | <p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop accomplished form the designated drop box located in front of the Encoding Section.</p> |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices</p> |



| | |
|--|--|
| | <p>Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO CLARIN - (088) 8530 5312; clarin.co@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB),</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE COTABATO CITY, MAGUINDANAO



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|--|-------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE COTABATO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|--|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| <p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1. Secure an appointment from rcocotabato@yahoo.com attaching a scanned copy of the requirements | 1. To pre-evaluate and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate</p> | 10 minutes | Cashier |



| | | | | |
|--|---|---|------------|---|
| | | te General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | | | |
|---|----------------------------------|--|--|
| Office or Division: | CONSULAR OFFICE COTABATO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens married abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.2. Marriage Certificate | | Issuing Authority where the marriage took place | |
| A.3 Birth Certificate of both parties | | | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | <p>PSA</p> |



| | |
|--|---|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | <p>PSA</p> |



| | |
|--|--|
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| <p>D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | <p>Client</p> |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | <p>Bureau of Immigration or FSP</p> |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| <p>E.1.4.1 Photocopies of datapage</p> <p>E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|--|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) Juri | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.9 Notarized Affidavit of Two (2) Disinterested persons *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from rcocotabato@yahoo.com attaching a scanned copy of the requirements | 1.To pre-evaluate and set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> <i>Civil Registry Desk</i> |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |



C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE COTABATO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report | Foreign Authority Philippine Foreign Service Post Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|------|-------------|--|
| 1. Secure an appointment from rcocotabato@yahoo.com attaching a scanned copy of the requirements | 1. To pre-evaluate and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---|
| 3. Pay the required consular fees at the second floor Cashier. | 3. Accept the payment based on the required consular fee/s. 3.1 Give the validated official receipt to the applicant. | USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | 10 minutes | Cashier |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE COTABATO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), |



| | |
|---|---|
| | Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|---|
| <p>If birth certificate is late registered:</p> <p>Late registered birth certificate (present original, 1 photocopy)</p> <p>IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | <p>PSA</p> <p>NBI</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>If applicant is born on or before 1950:</p> <p>PSA Authenticated Certificate of No Birth Record</p> <p>Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Old documents to establish identity:</p> <p>School Records</p> <p>Baptismal Certificate</p> <p>NBI Clearance</p> | <p>School</p> <p>Relevant Church</p> <p>NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph</p> <p>DFA</p> |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> | <p>PSA</p> <p>Notary Public</p> |



| If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | | | |
|--|---------------|--|-----------------|---|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |



| | | | | |
|---|---|------|--|--------------------------|
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | <i>*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</i> 20 minutes waiting time | <i>Releasing Officer</i> |



| | | | | |
|--------------|--|--|---|--|
| | | | 10 minutes | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

B. Renewal of a Regular Passport

| | |
|--|-----------------------------|
| Office or Division: | CONSULAR OFFICE COTABATO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |



| | |
|--|--|
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |



| | |
|---|--|
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p><i>*Some additional requirements stated above may be required to some applicants depending on their case.</i></p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|-------------------------------|---|--|--|
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee</p> | 20 minutes | <p><i>Staff,</i></p> <p>Project and Information Technology Support</p> |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents | None | <i>*Applicant must be at the consular office 30 minutes before the</i> | <i>Verifiers</i> |



| | | | | |
|---|---|------|---|---------------------------|
| | 2.1 verify appointment | | <i>scheduled appointment.</i> 5 minutes | |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time | <i>Releasing Officers</i> |



| | | | | |
|---|--|---|--|--|
| 5.4 present old passport for cancellation | | | 10 minutes | |
| Total | | PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | | | |
|-----------------------------|-----------------------------|-----------------------------|---------------------|
| Office or Division: | CONSULAR OFFICE- COTABATO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |



| | | |
|---|---|--|
| <p>10. Senior citizens</p> <p>A senior citizen may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> |
| <p>1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| <p>1.2. A travelling companion</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |



| | | |
|--|---|--|
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |



| | | |
|-------------------------------------|--|---|
| 4.1. Parent/s; or | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 4.2 Legal guardian; or | <p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Family Court</p> |
| 4.3 Authorized representative | <p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p> | <p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p> |
| 5. Solo parents | <p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p> |
| 6. Overseas Filipino Workers (OFWs) | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>Overseas Worker Welfare</p> |



| | | |
|--|--|---|
| | | Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |



| | | |
|------------------------------------|---|--|
| 7. Exceptional and emergency cases | <p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p> | <p>onlineappform.passport.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |
|------------------------------------|---|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) | |



| | |
|---|--|
| Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: | |



| | |
|---|--|
| School Records | School |
| Baptismal Certificate | Relevant Church |
| NBI Clearance | NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|--|
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |



| | |
|--|--|
| <p><i>For lost expired passport:</i></p> <p>Affidavit of loss</p> <p>PSA Birth certificate (if no photocopy of passport)</p> <p>Valid ID</p> | <p>Notary Public</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> |
| <p><i>For applicants with travel document:</i></p> <p>Affidavit of Explanation</p> <p>Original Travel Document (original)</p> | <p>FSP</p> |
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p>*Some additional requirements stated above may be required to some applicants depending on their case.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|-------------------------------|--------------------------|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |



| | | | | |
|--|---|------|-----------|----------------------------|
| rcocotabato@yahoo.com | | | | |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the | None | 15 minutes | <i>Verifier</i> |



| | | | | |
|---|---|------|------------|---|
| | <p>Department's Look-Out-List (LOL)</p> <p>4.1 Forward the passport application forms to the Processing Counter</p> | | | |
| <p>5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>5. Receive the queuing number, conduct interviews and verify the authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the</p> | None | 15 minutes | <p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |



| | | | | |
|---|---|--|-----------|---------|
| | <p>release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> | 5 minutes | Cashier |



| | | | | |
|--------------------------|--|---|--------------------------|--|
| 8.1 Receive the passport | 8.1 Issue the passport to the applicants | | | |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | |
|--|---|
| Office or Division: | Consular Office- Cotabato |
| Classification: | Simple |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file |
| ADDITIONAL REQUIREMENTS | |
| If application for vacation leave exceeds 30 calendar days and for leave to be | Administrative Officer Financial Analyst Property Officer |



| | |
|---|--------------------|
| spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Records Officer |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | Hospital or Clinic |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|-------------------------------|
| 11. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 12. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 12.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 12.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 12.3 If not recommended for approval, return the leave application form | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|--|------|--------|--|
| | to the personnel and inform the reason for disapproval | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| Office or Division: | | Consular Office- Cotabato | | |
|---|---|---|-----------------|-------------------------------|
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
| 13. Submit the request letter to the Administrative Officer | 25. Receive the request letter 25.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 26. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 14. Sign the receiving copy of the certificate | 27. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |



| | | | |
|--------------|------|---------|--|
| TOTAL | None | 20 days | |
|--------------|------|---------|--|

III. Issuance of Certificate for Travel Abroad

| Office or Division: | Consular Office- Cotabato | | | |
|---|---|------------------------|------------------------|-------------------------------|
| Classification: | Complex (Multi-Stage) | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| Approved Application for Leave Form | Employee's Personal File or Records Officer | | | |
| Booking Ticket | Employee's Personal File | | | |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 13. Submit the approved leave application form and booking ticket to the Administrative Officer | 13. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 28. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 14. Sign receiving copy of the certificate | 14. Release Certificate for Travel prepared by DFA-HRMO in Manila and | None | 1 day | <i>Communications Officer</i> |



| | | | | |
|--------------|-----------------------|------|---------|--|
| | transmitted via pouch | | | |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|--|---|
| <i>How to send feedback?</i> | <p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop accomplished form the designated drop box located in front of the Encoding Section.</p> |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |



| | |
|--|--|
| <p><i>How complaints are processed?</i></p> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO COTABATO - (064) 8421 3495; cotabato.rco@dfa.gov.ph</p> |
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> <p><i>Presidential Complaints Center (PCC),</i></p> <p><i>CSC Contact Center ng Bayan (CCB),</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE DASMARIÑAS, CAVITE

EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| Office or Division: | CONSULAR OFFICE DASMARIÑAS |
|--|--|
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| <p>B.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|---|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|--|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| <p>E.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> ● Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|--|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER

F.1 Child born more than one (1) year old

| | |
|--|--|
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from dfa.co.dasmarinas@gmail.com attaching a scanned copy of the requirements | 1. To pre-evaluate the attached requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| | | Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE DASMARIÑAS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| <div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div> | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | |



| | |
|---|--|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |



| | |
|--|---|
| C.1.3. Birth Certificate of both parties | |
| C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA | PSA |
| C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| C.1.4.1. Photocopies of datapage | |
| C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties | |



| | |
|--|---|
| C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA | PSA |
| C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| C.2.3.1. Photocopies of datapage | |
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|---|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | Client |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) | |
| <ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.9 Notarized Affidavit of Two (2) Disinterested persons *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1.Secure an appointment from dfa.co.dasmarinas@gmail.com attaching a scanned copy of the requirements | 1.To pre-evaluate the attached requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



C. Report of Death

| | |
|---|---|
| Office or Division: | CONSULAR OFFICE DASMARIÑAS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item No. 20 should be notarized by any notary public</i> | Notary Public |
| Five (5) photocopies of the following: | |
| 1. Death Certificate | Foreign Authority |
| 2. Certificate of Sealing of Casket | Philippine Foreign Service Post |
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from dfa.co.dasmarinas@gmail.com attaching a scanned copy of the requirements | 1. To pre-evaluate the attached requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |



| | | | | |
|--|---|------|-----------|---------------------|
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |
|--|---|------|-----------|---------------------|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|--|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

II. Passport Services



The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE DASMARIÑAS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: | PSA |



| | |
|--|--|
| PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| | |
|--|---|
| <p>If applicant is born on or before 1950:</p> <p>PSA Authenticated Certificate of No Birth Record</p> <p>Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Old documents to establish identity:</p> <p>School Records</p> <p>Baptismal Certificate</p> <p>NBI Clearance</p> | <p>School</p> <p>Relevant Church</p> <p>NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph</p> <p>DFA</p> |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> <p>If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |



| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | | | |
|--|--|--|--|---|
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |



| | | | | |
|---|---|--|---|--------------------------|
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular or PHP 1200 for expedite | Application: 1 Hour and 15 minutes; | |



| | | | |
|--|--|--|--|
| | <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |
|--|--|--|--|

B. Renewal of a Regular Passport

| | |
|---|---|
| Office or Division: | CONSULAR OFFICE DASMARIÑAS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |



| | |
|--|--|
| | |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA |



| | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | | |
|--|---|---|--|--|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|--|---|--|---|---------------------------|
| | | | 10 minutes | |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. 5.4 present old passport for cancellation | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officers</i> |
| Total | | PHP 950.00 for regular or PHP 1200 for expedite | Application: 1 Hour and 15 minutes; Processing: 6 working days | |



| | | | |
|--|---|--|--|
| | PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |
|--|---|--|--|

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- DASMARINAS | | |
|-----------------------------|-----------------------------|--|---|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 1. Senior citizens | | Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA) |



| | | |
|---|--|---|
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are: | Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy) | passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA | passport.gov.ph |



| | | |
|---|--|---|
| | marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 2.2. A travelling companion | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| 3. Pregnant women | <p>Printed Application Form with E-Receipt</p> <p>Medical certificate/records (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Hospital, Licensed physician</p> |
| <p>4. Minors aged seven (7) years and below</p> <p>A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate as proof of age (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 4.1. Parent/s; or | <p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |



| | | |
|-------------------------------------|--|--|
| | accompanied by father) (present original and 1 photocopy) | |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pasport.gov.ph |



| | | |
|------------------------------------|--|--|
| | Valid employment contract (present original and 1 photocopy) | Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; | onlineappform.pasport.gov.ph Written request from the applicant and approval from the |



| | | |
|--|--|-------------------------------------|
| | 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Department of Foreign Affairs (DFA) |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| CORE REQUIREMENTS | | |
| Printed Application Form with E-Receipt | passport.gov.ph | |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) | |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID | |
| ADDITIONAL REQUIREMENTS | | |
| *on a case to case basis | | |
| For married women using spouse’s name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA | |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) | |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI | |



| | |
|---|----------------------------------|
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |



| | |
|---|---|
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> <p>If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |



| Renewal Adult Applicants FOR MINOR APPLICANTS | |
|--|--|
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation | FSP |



| | |
|--|---|
| Original Travel Document (original) | |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from dfa.co.dasmarinas@gmail.com. | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the | 5. Receive the queueing number, conduct interviews and verify the | None | 15 minutes | <i>Processor</i> |



| | | | | |
|--|---|--|--|--|
| <p>queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> | | | <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p> |
|--|---|--|--|--|



| | | | | |
|---|--|--|-----------|---------|
| | 5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |



| | | | | |
|---|---|---|--------------------------|----------------------------|
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents | None | 15 minutes | <i>Encoder</i> |
| 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct. | 7.1 Save the data of the applicant 7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit. | | | |
| 8. Return on the tentative release date indicated on the official receipt and present the original official receipt | 8. Receive the official receipt then verify and locate the passport | None | 10 minutes | <i>Releasing Personnel</i> |
| 8.1 Receive the passport | 8.1 Issue the passport to the applicants | | | |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or | 1 hour and 10 minutes | |



| | | | |
|--|------------------------------------|--|--|
| | expired electronic passport) | | |
|--|------------------------------------|--|--|



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | |
|----------------------|---|
| Office or Division: | Consular Office |
| Classification: | Simple |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office |



| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| CORE REQUIREMENTS | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file |
| ADDITIONAL REQUIREMENTS | |
| <p>If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days:</p> <p>-Certificate of Clearance from Accountabilities</p> | <p>Administrative Officer</p> <p>Financial Analyst</p> <p>Property Officer</p> <p>Records Officer</p> |
| <p>If application for sick leave is filed in advance or exceeding five (5) days:</p> <p>-Medical Certificate</p> | Hospital or Clinic |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|-------------------------------|
| 1. Submit the filled-out Application for Leave Form, in duplicate | <p>1. Receive the Application for Leave Form</p> <p>1.2 Review the Form to ensure that it is properly filled-out</p> | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | <p>2. Compute and certify the leave credits of personnel</p> <p>2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval</p> <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | |
|----------------------------------|---|
| Office or Division: | Consular Office |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at Consular Office |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Request Letter | Employee |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment | None | 1 day | <i>Communications Officer</i> |



| | | | | |
|--------------|--|------|---------|--|
| | prepared by DFA-HRMO in Manila and transmitted via pouch | | | |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|-------------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 4. Transmit to DFA-HRMO and wait for arrival of the | None | 16 days | <i>Communications Officer</i> |



| | | | | |
|---|--|------|---------|-------------------------------|
| | document through pouch | | | |
| 2. Sign receiving copy of the certificate | 2. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

INTERNAL SERVICES



IV. Application for Vacation or Sick Leave

| | | | | |
|--|---|-----------------|-------------------|------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file | | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | Hospital or Clinic | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROC ESSIN G TIME | PERSON RESPONSIBLE |
| 3. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 4. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 4.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | Administrative Officer |



| | | | | |
|--------------|---|------|--------|--|
| | <p>4.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>4.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

V. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 3. Submit the request letter to the Administrative Officer | 4. Receive the request letter 4.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 5. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 4. Sign the receiving copy of the certificate | 6. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

VI. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|-------------------------------|
| 3. Submit the approved leave application form and booking ticket to the Administrative Officer | 4. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 5. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 4. Sign receiving copy of the certificate | 6. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|---|
| <i>How to send feedback?</i> | <p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop accomplished form the designated drop box located in front of the Encoding Section.</p> |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> |



| | |
|--------------------------------------|--|
| | <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO DASMARIÑAS - (046) 8424 1066; dasmarinas.co@dfa.gov.ph</p> |



CONSULAR OFFICE DAVAO CITY, DAVAO DEL SUR

EXTERNAL SERVICES



I. AUTHENTICATION SERVICES

1. Authentication / Apostille

Philippine public documents must be authenticated by the DFA to be validly used in another sovereign state's jurisdiction.

| Office/Division: | CONSULAR OFFICE DAVAO | |
|---|-----------------------------|--|
| Classification: | Simple | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Applicant | | |
| Government Issued Identification (ID) Card (1 Original and 1 Photocopy) | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | | DFA Website, Authentication Information Counter |
| Representative | | |
| Authorization Letter | | |
| Government Issued ID of Applicant (1 Photocopy) | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Government Issued ID of Representative (1 Original, 1 Photocopy) | | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | | DFA Website, Authentication Information Counter |
| Other requirements (depending on the document for Authentication) | | |
| 1. NBI Clearance/Sundry | | |
| <ul style="list-style-type: none"> Original document issued by the NBI with dry seal | | |



| | |
|---|--|
| <i>Note: Personal copy is not valid.</i> | NBI |
| 2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records | |
| <ul style="list-style-type: none"> Original document issued by PSA/NSO | PSA |
| <ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <p><i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i></p> | Local Civil Registrar's Office |
| 3. School documents | |
| a. Elementary and High School Level (Form 137 and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Elementary/High School |
| <ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from DepEd Regional Office | DepEd Regional Office which has jurisdiction over the school |
| b. Technical and Vocational Courses (TOR and/or Diploma/National Certificate) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Technical/Vocational School |
| <ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from TESDA | TESDA Office which has jurisdiction over the school |
| c. Private/Local Colleges and Universities (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Private/Local College/University |
| <ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from CHED | CHED Office which has jurisdiction over the school |
| d. State Universities and Colleges (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy and Certification, Authentication and Verification from the school | State University/College |
| 4. PRC document/s | |



| | |
|--|--|
| <ul style="list-style-type: none"> • Certified True Copy from PRC | PRC |
| 5. Medical Certificate/s | |
| a. For employment | |
| <ul style="list-style-type: none"> • DOH stamp per document | DOH |
| b. For other purposes | |
| <ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate | DOH |
| 6. CAAP document/s | |
| <ul style="list-style-type: none"> • Certified by CAAP | CAAP |
| 7. Driver's License | |
| <ul style="list-style-type: none"> • Certification | LTO (main branch only) |
| 8. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity | |
| <ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments | Notary Public |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 9. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit | |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 10. Court document/s (Decision, Resolution, Order) | |
| <ul style="list-style-type: none"> • Certified True Copy from the court | Court where the case was filed |



| | |
|---|------------------------------|
| 11. Immigration Record/s | |
| <ul style="list-style-type: none"> • Certified by BI | BI |
| 12. DSWD Clearance | |
| <ul style="list-style-type: none"> • Original document issued by DSWD | DSWD |
| 13. Police Clearance/Sundry | |
| <ul style="list-style-type: none"> • Original document issued by PNP | Police Station |
| 14. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.) | |
| <ul style="list-style-type: none"> • Certified True Copy from the issuing office | SEC / DTI / BIR / SSS / BPLO |
| 15. Barangay Clearance/Certificate | |
| <ul style="list-style-type: none"> • Mayor's certification/clearance | Mayor's Office |
| 16. Export document/s | |
| <ul style="list-style-type: none"> • Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document | PCCI / DOH / DA / BFAD |
| 17. Issuances by Philippine Embassy / Consulate to be used abroad | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from davao.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|---------------------------------|
| Filing of documents for Authentication / Apostille | | | | |
| 1. Present document/s for authentication for initial evaluation at the Authentication Information Counter. | 1. Conduct initial evaluation on the document/s and answer queries concerning authentication requirements and procedures. 1.1 Issue queuing number and provide application form to be filled out by applicant/ representative | - | 5 minutes | <i>Authentication Processor</i> |
| 2. Fill out application form and wait for queuing number to be called at the Processing area. | 2. None | - | 1 hour | |
| 3. Submit accomplished application form, document/s for authentication, government issued ID, and authorization letter (for representatives) to the Processor for evaluation. | 3. Evaluate if documents presented by the applicant/ representative are complete and in order. Verify the signature of the official who signed the document. 3.1 Print and issue Authentication Slip to the applicant, indicating the date and time of release. | - | 30 minutes | <i>Authentication Processor</i> |
| 4. Present Authentication Slip and pay the | 4. Collect the appropriate authentication fee | Regular: | 5 minutes | <i>Cashier</i> |



| | | | | |
|---|---|---|---|--|
| appropriate authentication fee to the Cashier. | from the applicant/ representative, as indicated on the Authentication Slip. | PHP100 per document Expedite: PHP200 per document | | |
| | 5. Encode and issue Apostille / Authentication Certificate. 5.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication Certificate upon confirmation. | | 2 Working Days and 6 Working Hours) 20 Days* (for special cases needing further verification by issuing agency outside the DFA) | <i>Authentication Backend</i> <i>Authentication VAFIS Personnel</i> |
| Releasing of Authenticated documents | | | | |
| 1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area. | 1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 15 minutes | |
| 2. Present government issued ID at the appropriate releasing window. | 2. Check original government issued | - | 5 minutes | <i>Authentication Releasing Personnel</i> |



| | | | | |
|---|---|--|---|--|
| <p>3. Check accuracy and completeness of authenticated document/s received.</p> | <p>ID of applicant/ representative.</p> <p>2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form.</p> <p>2.2 Release authenticated/ Apostille document/s to the applicant/ representative.</p> <p>3. Provide Client Feedback Form to the applicant/ representative</p> | <p>-</p> | | |
| <p>TOTAL:</p> | | <p>Regular: PHP100 per document</p> <p>Expedite:</p> | <p>Regular: 3 Days</p> <p>Expedite: 1 Working Day</p> | |



| | | | | |
|--|---|---------------------------|------------|--|
| | | PHP200 per document | | |
| Releasing of Pending and Correction documents | | | | |
| 1. Proceed to the Pending and Correction window for evaluation. | 1. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area. | - | 10 minutes | <i>Authentication Releasing Personnel</i> |
| 2. Wait for name to be called at the Pending and Correction area. | 2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 30 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Present government issued ID to claim the authenticated document/s. | 3. Check original government issued ID of applicant/ representative. 3.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 3.2 Release authenticated/ Apostille document/s to the | - | 5 minutes | <i>Authentication Releasing Personnel</i> |



| | | | | |
|--|---|------|------------|--|
| 4. Check accuracy and completeness of authenticated / Apostille document/s received. | applicant/ representative. 4. Provide Client Feedback Form to the applicant/ representative. | - | | |
| TOTAL: | | None | 45 minutes | |

*Authentication/Apostille requiring Verification qualified for multi-stage processing.

II. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|----------------------------|-----------------------|
| Office or Division: | CONSULAR OFFICE DAVAO |
| Classification: | Highly Technical |



| | |
|--|--|
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| <p>A.1.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p> | Client |
| <p>A.1.8 Five (5) recent passport size photos of the child</p> | Client |
| <p>A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier</p> | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| <p>A.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>A.2.2 Birth Certificate</p> | Issuing Authority where the applicant was born |
| <p>Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague,</p> | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|--|---|
| Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|---|--|
| consular jurisdiction of the Philippine Embassy in Mexico- | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|--|
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child | Client |



| | |
|--|---|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | <p>Client</p> |
| <p>B.1.10. Five (5) recent passport size photos of the child</p> | <p>Client</p> |



| | |
|---|---|
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child | Client |



| | |
|--|---|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| C.1.5 Five (5) recent passport size photo the child | Client |
| <p>C.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>C.1.7 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |



| C.2. Child born less than one (1) year old | |
|---|--|
| <p>C.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| <p>Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-</p> | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| <p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p> | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| <p>C.2.4 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| <p>C.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |



| | |
|--|--|
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |



| | |
|--|---|
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non- submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non- submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non- submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| D.2.7 Passport of parents (valid at the time of | Client |



| | |
|--|---|
| <p>the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</p> | |



| E.1 In case the party seeking registration the child born more than one (1) year old | |
|---|--|
| E.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an | Client |



| | |
|---|--|
| Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | |
| E.1.7 Five (5) recent passport size photo the child | Client |
| E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| E.1.9 Notarized Affidavit of Delayed Registration | Notary public |
| E.1.10 Five (5) recent passport size photo the child | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| <p>E.2.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> - Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | <p>Client</p> |
| <p>E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.</p> | <p>Bureau of Immigration/ Foreign Service Post</p> |
| <p>E.2.8 Five (5) recent passport size photo the child</p> | <p>Client</p> |
| <p>E.2.9 PSA Birth certificate of Filipino parent</p> | <p>Philippine Statistics Authority</p> |
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit</p> | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |



| | |
|--|--|
| <p>of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---------------------------------|
| Certificate for Filipino Citizen issued by the Bureau of Immigration. | |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from davao.rco@dfa.gov.ph attaching a scanned copy of the requirements | 1. To pre-evaluate the attached requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|--|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | under the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |

B. Report of Marriage



| Office or Division: | CONSULAR OFFICE DAVAO |
|--|--|
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| A.5. Five (5) recent passport size photos of both parties | Client |



| | |
|--|---|
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |



| | |
|--|---|
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |
| C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA | PSA |
| C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| C.1.4.1. Photocopies of datapage | |
| C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |



| | |
|--|---|
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties | |
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |



| | |
|--|---|
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | |
| D.1.5. Five (5) recent passport size | Client |



| | |
|--|---|
| photos of both parties | |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage | Client |



| | |
|---|---|
| D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | PSA |



| | |
|--|---|
| <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>E.1.4.1 Photocopies of datapage</p> <p>E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| <p>E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| <p>E.2.3.Birth Certificate of both parties</p> <p>E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> | PSA |



| | |
|---|---|
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>E.2.4.1 Photocopies of datapage</p> <p>E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |



| | | |
|--|------|---|
| <ul style="list-style-type: none"> If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Juri | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | | Philippine Statistics Authority |
| | | |
| <p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | | Cashier |
| F.2 Party being registered married more than one (1) year | | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| | | Notary Public |
| F.1.2. Advisory on Marriages from PSA | | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) | | Issuing Authority where the marriage took place |



| | | |
|---|------|---------------------------------|
| <ul style="list-style-type: none"> If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Juri | |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | | Any notary public |
| F.1.9 Notarized Affidavit of Two (2) Disinterested persons | | Any notary public |
| *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | | |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> | | |
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i> | | |
| REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation; For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines; For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision | | |



For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from davao.rco@dfa.gov.ph attaching a scanned copy of the requirements | 1. To pre-evaluate the attached requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|----------------------------------|--|
| Office or Division: | CONSULAR OFFICE DAVAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |



| | |
|---|---|
| Five (5) original copies of duly-accomplished and notarized Report of Death forms | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item No. 20 should be notarized by any notary public</i> | Notary Public |
| Five (5) photocopies of the following: | |
| 1. Death Certificate | Foreign Authority |
| 2. Certificate of Sealing of Casket | Philippine Foreign Service Post |
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Secure an appointment from davao.rco@dfa.gov.ph attaching a scanned copy of the requirements | 1. To pre-evaluate the attached requirements and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|-------------------------------------|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|--|-------------------|--|
| <p>2. Submit the required documents to CRD Window 1 for initial assessment and verification</p> | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | <p>None</p> | <p>10 minutes</p> | <p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p> |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for</p> | <p>10 minutes</p> | <p>Cashier</p> |



| | | | | |
|--|---|---|------------|---|
| | | those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

III. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants



The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE DAVAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |



| | |
|---|--|
| Foreign Passport (original, 1 photocopy) | |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate | School Relevant Church |



| | |
|--|--|
| NBI Clearance | NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| DSWD Clearance (present original, 1 photocopy) | | | | |
|--|---|--|--|---|
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |



| | | | | |
|--|---|--|--|--------------------------|
| | 4.2 capture applicant's photo and biometrics | | | |
| <p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> | <p>5. check receipt and locate passport</p> <p>5.1 release the passport</p> | None | <p>*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | <i>Releasing Officer</i> |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> | |



| | | | |
|--|---------------------------------------|-----------------------|--|
| | valid or expired electronic passport) | Releasing: 30 minutes | |
|--|---------------------------------------|-----------------------|--|

B. Renewal of a Regular Passport

| | |
|---|--|
| Office or Division: | CONSULAR OFFICE DAVAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> | |



| | |
|--|--|
| <p>Affidavit of Lost</p> <p>Police Report</p> <p>PSA Birth certificate (if no photocopy of passport)</p> <p>Valid ID</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> |
| <p><i>For lost expired passport:</i></p> <p>Affidavit of loss</p> <p>PSA Birth certificate (if no photocopy of passport)</p> <p>Valid ID</p> | <p>Notary Public</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> |
| <p><i>For applicants with travel document:</i></p> <p>Affidavit of Explanation</p> <p>Original Travel Document (original)</p> | <p>FSP</p> |
| <p><i>For applicants with lost travel document:</i></p> <p>Affidavit of Explanation and travel records (original)</p> | <p>Notary Public</p> <p>BI</p> |
| <p><i>For minor applicants:</i></p> <p>Some additional requirements stated above may be required depending on the case of the applicant</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> <p>Relevant court</p> |
| <p>*Some additional requirements stated above may be required to some applicants depending on their case.</p> | <p>Notary Public</p> <p>Relevant Police Station</p> <p>Philippine Statistics Authority</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p> <p>Other government agencies</p> |



| | | Relevant court | | |
|--|---|--|--|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |



| | | | | |
|---|--|--|---|----------------------------------|
| <p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5. check receipt and locate passport</p> <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | <p>None</p> | <p>*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | <p><i>Releasing Officers</i></p> |
| <p>Total</p> | | <p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |



2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- DAVAO | | |
|--|-----------------------------|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 2. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|--|--|
| 1.2. A travelling companion | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |
| <p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 2.2. A travelling companion | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |



| | | |
|--|---|--|
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt | passport.gov.ph |



| | | |
|-------------------------------------|--|---|
| | Special Power of Attorney (1 original) | Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.passport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.passport.gov.ph |



| | | |
|------------------------------------|--|--|
| | | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | onlineappform.pasport.gov.ph Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---------------------------|-----------------|
| CORE REQUIREMENTS | |



| | |
|--|--|
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: | Local Civil Registry PSA |



| | |
|---|---|
| Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| | |
|---|---|
| <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> <p>If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | Notary Public |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| <p align="center">Renewal Adult Applicants</p> <p align="center">FOR MINOR APPLICANTS</p> | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |



| | |
|--|--|
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA |



| | |
|--|---|
| | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from davao.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |



| | | | | |
|---|--|------|------------|--|
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), | 5. Receive the queueing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|--|--|--|--|
| <p>proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
|---|--|--|--|--|



| | | | | |
|---|--|--|------------|---------|
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan | None | 15 minutes | Encoder |



| | | | | |
|--|---|---|------------------------------|-----------------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | <p>None</p> | <p>10 minutes</p> | <p><i>Releasing Personnel</i></p> |
| <p>Total</p> | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | <p>1 hour and 10 minutes</p> | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|-------------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard. |



| | |
|--------------------------------------|---|
| | <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO DAVAO - (082) 8285 4885; davao.rco@dfa.gov.ph</p> |



| | |
|--|---|
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> |
| <p><i>Presidential Complaints Center (PCC),</i></p> | <p>Presidential Complaints Center: 8888</p> |
| <p><i>CSC Contact Center ng Bayan (CCB),</i></p> | <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> |
| <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE DUMAGUETE CITY, NEGROS ORIENTAL



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| Office or Division: | CONSULAR OFFICE DUMAGUETE |
|--|---|
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|--|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|--|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from rcodumaguete@gmail.com attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| | | te General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | | | |
|---|----------------------------------|--|--|
| Office or Division: | CONSULAR OFFICE DUMAGUETE | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens married abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.2. Marriage Certificate | | Issuing Authority where the marriage took place | |
| A.3 Birth Certificate of both parties | | | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | <p>PSA</p> |



| | |
|--|---|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | <p>PSA</p> |



| | |
|--|--|
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| <p>D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|---|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | <p>Client</p> |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | <p>Bureau of Immigration or FSP</p> |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| <p>E.1.4.1 Photocopies of datapage</p> <p>E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from rcodumaguete@gmail.com attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> <i>Civil Registry Desk</i> |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |



C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE DUMAGUETE |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report | Foreign Authority Philippine Foreign Service Post Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---------------------------------|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from rcodumaguete@gmail | 1. To pre-evaluate the attached | None | 1 to 2 days | CO Administrative Officer |



| | | | | |
|--|---|------|-----------|----------------------------|
| .com attaching to the email a copy of the scanned documents | documents and set an appointment | | | <i>Civil Registry Desk</i> |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|--|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | 3. Accept the payment based on the required consular fee/s. | USD25 (To be paid in Philippine Peso) | 10 minutes | Cashier |



| | | | | |
|--|--|---|------------|---|
| | 3.1 Give the validated official receipt to the applicant. | <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE DUMAGUETE |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |



| *on a case to case basis | |
|---|--|
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) | PSA NBI |



| | |
|--|---|
| IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| <p>If applicant is born on or before 1950:</p> <p>PSA Authenticated Certificate of No Birth Record</p> <p>Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Old documents to establish identity:</p> <p>School Records</p> <p>Baptismal Certificate</p> <p>NBI Clearance</p> | <p>School</p> <p>Relevant Church</p> <p>NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph</p> <p>DFA</p> |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> <p>If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA</p> <p>Notary Public</p> |
| Minor not accompanied by parent/s during application: | Notary Public |



| Special Power of Attorney designating minor's companion to assist (original) | | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
|--|---|--|---|---|
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | | | |
| Minor not accompanied by parent/s during application and travel: | | Notary Public | | |
| Special Power of Attorney designating minor's companion to assist (original) | | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Affidavit of Support and Consent executed by the mother (original) | | | | |
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | DSWD | | |
| DSWD Clearance (present original, 1 photocopy) | | | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> | <i>Verifiers</i> |



| | | | | |
|---|---|------|---|--------------------------|
| | | | 5 minutes | |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |



| | | | |
|--------------|--|---|--|
| Total | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |
|--------------|--|---|--|

B. Renewal of a Regular Passport

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE DUMAGUETE |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |



| | |
|--|--|
| <i>*children below 7 years old may avail the courtesy lane</i> | |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public |



| Some additional requirements stated above may be required depending on the case of the applicant | | Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|--|--|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |



| | | | | |
|--|---|----------------------------------|---|---------------------------|
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. 5.4 present old passport for cancellation | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officers</i> |
| Total | | PHP 950.00 for regular <u>or</u> | Application: 1 Hour and 15 minutes; | |



| | | | |
|--|---|--|--|
| | <p>PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |
|--|---|--|--|

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- DAVAO | | |
|-----------------------------|-----------------------------|---|-----------------|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 3. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |



| | | |
|--|---|--|
| <p>A senior citizen may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)</p> | <p>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> |
| <p>1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| <p>1.2. A travelling companion</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |



| | | |
|--|---|--|
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt | passport.gov.ph |



| | | |
|-------------------------------------|--|---|
| | PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA) |



| | | |
|------------------------------------|--|---|
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS | onlineappform.pasport.gov.ph |



| | | |
|--|--|---|
| | <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p> | <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |
|--|--|---|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| <p>For married women who opt to revert to maiden name:</p> <p>PSA annotated marriage certificate (original, 1 photocopy)</p> <p>Death Certificate of spouse (original, 1 photocopy)</p> | |
| For dual citizens: | <p>Bureau of Immigration (BI)</p> <p>Foreign Service Posts (FSPs)</p> |



| | |
|---|-----------------------------|
| Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate | School Relevant Church |



| | |
|--|--|
| NBI Clearance | NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|--|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss | Notary Public |



| | |
|--|---|
| PSA Birth certificate (if no photocopy of passport) Valid ID | PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--------------------------|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from rcodumaquete@gmail.com | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |



| | | | | |
|--|---|------|-----------|----------------------------|
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |
|--|---|------|-----------|----------------------------|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) | None | 15 minutes | <i>Verifier</i> |



| | | | | |
|---|--|------|------------|-----------|
| | 4.1 Forward the passport application forms to the Processing Counter | | | |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents | None | 15 minutes | Processor |
| 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor | 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification | | | |
| 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. | | | |
| | 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | | | |

Note: The processors are assigned on each designated window on a rotational basis daily.



| | | | | |
|---|---|--|-----------|---------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> | 5 minutes | Cashier |



| | | | | |
|---|---|--|------------|----------------------------|
| | | * For mutilated, lost valid or expired electronic passport | | |
| 7. Proceed to the Encoding Area | <p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | None | 15 minutes | <i>Encoder</i> |
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |



| | | | |
|--------------|---|--------------------------|--|
| Total | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |
|--------------|---|--------------------------|--|



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard. |



| | |
|--------------------------------------|--|
| | <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO DUMAGUETE - (035) 8532 0024; 8532 0019; dumaguete.rco@dfa.gov.ph</p> |



| | |
|---|--|
| <i>Contact Information of OCA Divisions/Sections,</i> | <i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763 |
| <i>Presidential Complaints Center (PCC),</i> | Presidential Complaints Center: 8888 |
| <i>CSC Contact Center ng Bayan (CCB),</i> | CSC Contact Center ng Bayan: 0908-881-6565 (SMS) |
| <i>Anti-Red Tape Authority (ARTA)</i> | Anti-Red Tape Authority: 8478-5091/ 8478-5099 |



**CONSULAR OFFICE
GENERAL SANTOS CITY, SOUTH
COTABATO**



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|---|--------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE GENERAL SANTOS | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|--|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| <p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| <p>E.2.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.2.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|--|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from gensan.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate</p> | 10 minutes | Cashier |



| | | | | |
|--|---|---|------------|---|
| | | te General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | | | |
|---|----------------------------------|--|--|
| Office or Division: | CONSULAR OFFICE GENERAL SANTOS | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens married abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | | | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| Item 20 should be notarized by any notary public | | Notary Public | |
| A.2. Marriage Certificate | | Issuing Authority where the marriage took place | |
| A.3 Birth Certificate of both parties | | | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | <p>PSA</p> |



| | |
|--|---|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | <p>PSA</p> |



| | |
|--|--|
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| <p>D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|---|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | Client |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | Client |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | PSA |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | Client |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | Bureau of Immigration or FSP |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | Cashier |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| <p>E.1.4.1 Photocopies of datapage</p> <p>E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID</p> | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from gensan.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> <i>Civil Registry Desk</i> |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |



C. Report of Death

| | |
|---|---|
| Office or Division: | CONSULAR OFFICE GENERAL SANTOS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item No. 20 should be notarized by any notary public</i> | Notary Public |
| Five (5) photocopies of the following: | |
| 1. Death Certificate | Foreign Authority |
| 2. Certificate of Sealing of Casket | Philippine Foreign Service Post |
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from gensan.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |



| | | | | |
|--|---|------|-----------|---------------------|
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |
|--|---|------|-----------|---------------------|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|--|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.



1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|---|--|
| Office or Division: | CONSULAR OFFICE GENERAL SANTOS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) | PSA |



| | |
|--|--|
| Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of | PSA Notary Public |



| | |
|---|--|
| the Two Disinterested Persons indicated in the presented document) | |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | DSWD | | |
|--|--|--|--|---|
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |



| | | | | |
|---|---|---|---|--------------------------|
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days | |



| | | | |
|--|--|-----------------------------|--|
| | appointment date) | (COs outside Metro Manila); | |
| | (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Releasing: 30 minutes | |

B. Renewal of a Regular Passport

| | |
|---|--|
| Office or Division: | CONSULAR OFFICE GENERAL SANTOS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |



| | |
|--|---|
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station |



| | | Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|--|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information | None | 20 minutes waiting time | <i>Encoders</i> |



| | | | | |
|--|---|---|---|---------------------------|
| | 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | | 10 minutes | |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. 5.4 present old passport for cancellation | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officers</i> |
| Total | | PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs | |



| | | | |
|--|--|---|--|
| | (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | outside Metro Manila); Releasing: 30 minutes | |
|--|--|---|--|

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- GENERAL SANTOS | | |
|--|---------------------------------|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 4. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |



| | | |
|--|--|--|
| | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |
| <p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 2.2. A travelling companion | Printed Application Form with E-Receipt | passport.gov.ph |



| | | |
|--|---|--|
| | Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |



| | | |
|-------------------------------------|---|--|
| 4.3 Authorized representative | <p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p> | <p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p> |
| 5. Solo parents | <p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p> |
| 6. Overseas Filipino Workers (OFWs) | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>Overseas Worker Welfare Administration (OWWA)</p> |
| | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid employment contract (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>Agency/Employer</p> |
| | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> |



| | | |
|------------------------------------|--|--|
| | Valid work visa (present original and 1 photocopy) | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | onlineappform.pasport.gov.ph Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |



| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |



| | |
|--|--|
| <p>If birth certificate is discrepant:</p> <p>Proof of filing of supplemental report or correction (present original, 1 photocopy)</p> <p>Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)</p> | <p>Local Civil Registry</p> <p>PSA</p> |
| <p>If birth certificate is late registered:</p> <p>Late registered birth certificate (present original, 1 photocopy)</p> <p>IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | |
| <p>If applicant is born on or before 1950:</p> <p>PSA Authenticated Certificate of No Birth Record</p> <p>Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA</p> <p>Notary Public</p> |
| <p>Old documents to establish identity:</p> <p>School Records</p> <p>Baptismal Certificate</p> <p>NBI Clearance</p> | <p>School</p> <p>Relevant Church</p> <p>NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph</p> <p>DFA</p> |
| <p>PSA Birth Certificate (1 original, 1 photocopy)</p> | <p>PSA</p> |
| <p>Passport or Valid Government ID of either parent (present original, 1 photocopy)</p> | <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>School ID (for 7 years old and above)</p> | <p>School</p> |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father:</p> | <p>PSA</p> |



| | |
|---|---|
| <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> <p>If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | Notary Public |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| <p align="center">Renewal Adult Applicants</p> <p align="center">FOR MINOR APPLICANTS</p> | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |



| | |
|--|--|
| | |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA |



| | |
|--|---|
| | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|----------------------------------|
| 1. Secure an appointment from gensan.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |



| | | | | |
|---|--|------|------------|--|
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), | 5. Receive the queueing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|--|--|--|--|
| <p>proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
|---|--|--|--|--|



| | | | | |
|---|--|--|------------|---------|
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan | None | 15 minutes | Encoder |



| | | | | |
|--|---|---|------------------------------|-----------------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | <p>None</p> | <p>10 minutes</p> | <p><i>Releasing Personnel</i></p> |
| <p>Total</p> | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | <p>1 hour and 10 minutes</p> | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard. |



| | |
|--------------------------------------|---|
| | <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO GENERAL SANTOS - (083) 8553 8380; 8826 9089; gensan.rco@dfa.gov.ph</p> |



| | |
|---|--|
| <i>Contact Information of OCA Divisions/Sections,</i> | <i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763 |
| <i>Presidential Complaints Center (PCC),</i> | Presidential Complaints Center: 8888 |
| <i>CSC Contact Center ng Bayan (CCB),</i> | CSC Contact Center ng Bayan: 0908-881-6565 (SMS) |
| <i>Anti-Red Tape Authority (ARTA)</i> | Anti-Red Tape Authority: 8478-5091/ 8478-5099 |



CONSULAR OFFICE SAN NICOLAS, ILOCOS NORTE

EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| Office or Division: | CONSULAR OFFICE ILOCOS NORTE |
|--|---|
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|---|---|
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Client |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|-------------------|
| <p>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| <p>A.2.8. Five (5) recent passport size photos of the child</p> | Client |
| <p>A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | Client |
| <p>A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Any notary public |
| <p>A.2.11. Notarized Affidavit of Delayed Registration</p> | Any notary public |
| <p>A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p> | |



| | |
|--|---|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| <ul style="list-style-type: none"> - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| <p>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|---|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| Item 20 should be notarized by any notary public | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |



| | |
|--|--|
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|--|---|
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |



| | |
|--|---|
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| <p>D.2.6 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of | Bureau of Immigration/ Foreign Service Post |



| | |
|---|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| <p>E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | Philippine Statistics Authority |



| | |
|---|--|
| <p>E.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|--|---|
| within the vicinity of the base), and Consular Report of Birth | |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re- acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|--|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |



| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
|--|--|
| F.1 Child born more than one (1) year old | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p> | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p> | <p>Philippine Statistics Authority</p> |
| <p>F.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | <p>Client</p> |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> | <p>Client</p> |



| | |
|--|--|
| <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from sannicolas.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate</p> | 10 minutes | Cashier |



| | | | | |
|--|---|---|------------|---|
| | | te General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ILOCOS NORTE |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties | |



| | |
|---|--|
| <p>A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Or</p> <p>Issued by foreign country of birth with official English translation, if applicable</p> |
| <p>A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>A.4.1 Photocopies of datapage</p> <p>A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>A.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p> | <p>Philippine Statistics Authority</p> |
| <p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>B. In case party being registered married for more than 1 year</p> | |
| <p>B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>B.2. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place</p> |
| <p>B.3. Birth Certificate of both parties</p> <p>B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> | <p>PSA</p> |



| | |
|--|---|
| B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| <p>B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>B.4.1. Photocopies of datapage</p> <p>B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties</p> <p>C.1.4.1. Photocopies of datapage</p> <p>C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>C.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>C.2. Party being registered married more than one (1) year</p> | |
| <p>C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>C.2.1. Marriage Certificate</p> | <p>Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs</p> |
| <p>C.2.2. Birth Certificate of both parties</p> | <p>PSA</p> |



| | |
|--|--|
| <p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | Foreign Authority |
| <p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| <p>D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |



| | |
|--|--|
| <p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p> | <p>Client</p> |
| <p>D.1.5. Five (5) recent passport size photos of both parties</p> | <p>Client</p> |
| <p>D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p> | <p>PSA</p> |
| <p>D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p> | <p>Client</p> |
| <p>D.1.8. Copy Certificate of Naturalization (if applicable)</p> | <p>Bureau of Immigration or FSP</p> |
| <p>D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso</p> | <p>Cashier</p> |
| <p>D.2. Party being registered married for more than one (1) year</p> | |
| <p>D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage</p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> |



| | |
|--|---|
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties | |
| <p>D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA</p> <p>D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p> | <p>PSA</p> <p>Foreign Authority</p> |
| <p>D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.2.4.1 Photocopies of datapage</p> <p>D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p> | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|--|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.1.4.1 Photocopies of datapage | |
| E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |



| | |
|---|---|
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |



| | |
|---|---|
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) | |
| <ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



| | |
|---|--|
| *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p> | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in *Tokyo*

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from sannicolas.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> <i>Civil Registry Desk</i> |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|



| | | | | |
|--|---|--|------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | the jurisdiction of the Philippine Embassy in Tokyo | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |



C. Report of Death

| | |
|---|---|
| Office or Division: | CONSULAR OFFICE ILOCOS NORTE |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item No. 20 should be notarized by any notary public</i> | Notary Public |
| Five (5) photocopies of the following: | |
| 1. Death Certificate | Foreign Authority |
| 2. Certificate of Sealing of Casket | Philippine Foreign Service Post |
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from sannicolas.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |



| | | | | |
|--|---|------|-----------|---------------------|
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |
|--|---|------|-----------|---------------------|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|--|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> | | |
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.



1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|---|--|
| Office or Division: | CONSULAR OFFICE ILOCOS NORTE |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) | PSA |



| | |
|--|--|
| Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of | PSA Notary Public |



| | |
|---|--|
| the Two Disinterested Persons indicated in the presented document) | |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | DSWD | | |
|--|--|--|--|---|
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |



| | | | | |
|---|---|---|---|-------------------|
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | Releasing Officer |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days | |



| | | | |
|--|--|-----------------------------|--|
| | appointment date) | (COs outside Metro Manila); | |
| | (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Releasing: 30 minutes | |

B. Renewal of a Regular Passport

| | |
|---|--|
| Office or Division: | CONSULAR OFFICE ILOCOS NORTE |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |



| | |
|--|---|
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station |



| | | Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|--|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | <i>Staff,</i> Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | <i>Verifiers</i> |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | <i>Processors</i> |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information | None | 20 minutes waiting time | <i>Encoders</i> |



| | | | | |
|--|---|---|---|---------------------------|
| | 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | | 10 minutes | |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. 5.4 present old passport for cancellation | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officers</i> |
| Total | | PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs | |



| | | | |
|--|--|---|--|
| | (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | outside Metro Manila); Releasing: 30 minutes | |
|--|--|---|--|

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- ILOCOS NORTE | | |
|--|-------------------------------|---|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 5. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |



| | | |
|--|--|--|
| | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | <p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Airline/Hotel</p> |
| <p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p> | <p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p> |
| <p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> | <p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> |
| 2.2. A travelling companion | Printed Application Form with E-Receipt | passport.gov.ph |



| | | |
|--|---|--|
| | Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |



| | | |
|-------------------------------------|---|--|
| 4.3 Authorized representative | <p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p> | <p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p> |
| 5. Solo parents | <p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p> |
| 6. Overseas Filipino Workers (OFWs) | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>Overseas Worker Welfare Administration (OWWA)</p> |
| | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid employment contract (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>Agency/Employer</p> |
| | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> | <p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> |



| | | |
|------------------------------------|---|--|
| | Valid work visa (present original and 1 photocopy) | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | onlineappform.pasport.gov.ph Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE



| CORE REQUIREMENTS | |
|--|--|
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: | Local Civil Registry |



| | |
|---|---|
| Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| | |
|---|---|
| <p>If parents are married: PSA Marriage Certificate (present original, 1 photocopy)</p> <p>If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | Notary Public |
| <p>Minor not accompanied by parent/s during application:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel:</p> <p>Special Power of Attorney designating minor's companion to assist (original)</p> <p>Affidavit of Support and Consent executed by the mother (original)</p> <p>Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> <p>DSWD Clearance (present original, 1 photocopy)</p> | <p>Notary Public</p> <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> <p>DSWD</p> |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| <p align="center">Renewal Adult Applicants</p> <p align="center">FOR MINOR APPLICANTS</p> | |
| <p>Printed Application Form with E-Receipt</p> <p><i>*children below 7 years old may avail the courtesy lane</i></p> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |



| | |
|--|--|
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA |



| | |
|--|---|
| | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|----------------------------------|
| 1. Secure an appointment from sannicolas.co@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | <i>CO Administrative Officer</i> |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |



| | | | | |
|---|--|------|------------|--|
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), | 5. Receive the queueing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|--|--|--|--|
| <p>proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
|---|--|--|--|--|



| | | | | |
|---|--|--|------------|---------|
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan | None | 15 minutes | Encoder |



| | | | | |
|--|---|---|------------------------------|-----------------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | <p>None</p> | <p>10 minutes</p> | <p><i>Releasing Personnel</i></p> |
| <p>Total</p> | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | <p>1 hour and 10 minutes</p> | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard. |



| | |
|--------------------------------------|--|
| | <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p> |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph;</p> <p>CO ILOCOS NORTE - (077) 8770 5541; sannicolas.co@dfa.gov.ph</p> |



| | |
|--|---|
| <p><i>Contact Information of OCA Divisions/Sections,</i></p> | <p><i>Authentication Division:</i> 88344000 local 2106/2266;</p> <p><i>Passport Division:</i> 86519400;</p> <p><i>Courtesy Lane Section:</i> 86519417;</p> <p><i>Consular Records Division:</i> 88367744;</p> <p><i>Diplomatic and Official Passport Section:</i> 8651-9419; or</p> <p><i>Visa Division:</i> 88367763</p> |
| <p><i>Presidential Complaints Center (PCC),</i></p> | <p>Presidential Complaints Center: 8888</p> |
| <p><i>CSC Contact Center ng Bayan (CCB),</i></p> | <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> |
| <p><i>Anti-Red Tape Authority (ARTA)</i></p> | <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE ILOILO CITY, ILOILO

EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|--|-------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE ILOILO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| <i>Item 20 should be notarized by any notary public</i> | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent | |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | | Philippine Statistics Authority | |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage | |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | | Client | |



| | |
|--|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|---|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|---|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|--|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|---|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todohe No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Secure an appointment from lloilo.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ILOILO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|--|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.1.4.1 Photocopies of datapage | |
| E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|---|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS:</p> <p>For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1.Secure an appointment from iloilo.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ILOILO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Secure an appointment from iloilo.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ILOILO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ILOILO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|-------------------------|
| Office or Division: | CONSULAR OFFICE- ILOILO |
| Classification: | Highly Technical |



| Type of Transaction: | | G2C – Government to Citizen | |
|--|--|---|--|
| Who May Avail | | List of Requirements | Where to Get |
| 10. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid OWWA E-card (present original and 1 photocopy) | Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid employment contract (present original and 1 photocopy) | Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid work visa (present original and 1 photocopy) | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS | onlineappform.pas sport.gov.ph |
| | Approved written request by any of the following DFA officials: | |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|--|
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from lloilo.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|----------------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | <i>Cashier</i> |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, | None | 15 minutes | <i>Encoder</i> |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct. | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



VII. Application for Vacation or Sick Leave

| | | | | | |
|--|--|---|------------------------|--------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | | |
| Classification: | | Simple | | | |
| Type of Transaction: | | G2C- Government to Citizens | | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | | |
| ADDITIONAL REQUIREMENTS | | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | | |
| CLIENT STEPS | | AGENCY ACTIONS | FEES TO BE PAID | PROC ESSIN G TIME | PERSON RESPONSIBLE |
| 5. Submit the filled-out Application for Leave Form, in duplicate | | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 6. Wait for advice from the Administrative Officer on the approval of application for leave | | 2. Compute and certify the leave credits of personnel 6.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | Administrative Officer |



| | | | | |
|--------------|---|------|--------|--|
| | <p>6.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>6.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

VIII. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 5. Submit the request letter to the Administrative Officer | 7. Receive the request letter 7.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 8. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 6. Sign the receiving copy of the certificate | 9. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

IX. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 5. Submit the approved leave application form and booking ticket to the Administrative Officer | 7. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 8. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 6. Sign receiving copy of the certificate | 9. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|--|--|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO ILOILO - (033) 8336 1737; (033) 8337 8017; (033) 8335 0221; iloilo.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



| | |
|-------------------------|--|
| <i>Authority (ARTA)</i> | |
|-------------------------|--|



CONSULAR OFFICE SAN FERNANDO CITY, LA UNION



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|--|-------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE LA UNION | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| <i>Item 20 should be notarized by any notary public</i> | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent | |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | | Philippine Statistics Authority | |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage | |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | | Client | |



| | |
|--|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|--|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|---|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.8 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|--|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todohe No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from launion.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LA UNION |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|--|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.1.4.1 Photocopies of datapage | |
| E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| • Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) | |
| • Koseki Tohon (latest Family Registry) | |
| • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| • Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| • Five (5) recent passport size photos of both parties | Client |
| • Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|---|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS:</p> <p>For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from launion.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LA UNION |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from launion.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LA UNION |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LA UNION |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|---------------------------|
| Office or Division: | CONSULAR OFFICE- LA UNION |
|----------------------------|---------------------------|



| Classification: | Highly Technical | | |
|---|-----------------------------|---|--|
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 11. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid OWWA E-card (present original and 1 photocopy) | Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid employment contract (present original and 1 photocopy) | Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid work visa (present original and 1 photocopy) | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS | onlineappform.pas sport.gov.ph |
| | Approved written request by any of the following DFA officials: | |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|---|---|
| <p>If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | |
| <p>If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA Notary Public</p> |
| <p>Old documents to establish identity: School Records Baptismal Certificate NBI Clearance</p> | <p>School Relevant Church NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph DFA</p> |
| <p>PSA Birth Certificate (1 original, 1 photocopy)</p> | <p>PSA</p> |
| <p>Passport or Valid Government ID of either parent (present original, 1 photocopy)</p> | <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>School ID (for 7 years old and above)</p> | <p>School</p> |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA Notary Public</p> |
| <p>Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD</p> |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from launion.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|---------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, | None | 15 minutes | Encoder |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct. | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|-----------------|-------------------|------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file | | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | Hospital or Clinic | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROC ESSIN G TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | Administrative Officer |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|--|--|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO LA UNION - (072) 8607 6510; (072) 8607 6491; launion.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



| | |
|-------------------------|--|
| <i>Authority (ARTA)</i> | |
|-------------------------|--|



CONSULAR OFFICE LEGAZPI CITY, ALBAY





I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE LEGAZPI |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|---|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|---|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|--|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from legazpi.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LEGAZPI |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|---|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from legazpi.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LEGAZPI |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from legazpi.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LEGAZPI |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LEGAZPI |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|--------------------------|
| Office or Division: | CONSULAR OFFICE- LEGAZPI |
|----------------------------|--------------------------|



| Classification: | Highly Technical | | |
|---|-----------------------------|---|--|
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 12. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|---|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pas sport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pas sport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pas sport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pas sport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|--|
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from legazpi.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|---------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, | None | 15 minutes | Encoder |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|-------------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|---|--|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO LEGAZPI - (052) 8480 3000; legazpi.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |





CONSULAR OFFICE LIPA CITY, BATANGAS



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|--|-------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE LIPA | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| <i>Item 20 should be notarized by any notary public</i> | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent | |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | | Philippine Statistics Authority | |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage | |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | | Client | |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|---|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|--|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|--|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Secure an appointment from lipa.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LIPA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| D. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|--|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.1.4.1 Photocopies of datapage | |
| E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Foreign Service Post |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Client |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Philippine Statistics Authority |
| | Cashier |



| | |
|---|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS:</p> <p>For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1.Secure an appointment from lipa.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LIPA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report | Foreign Authority Philippine Foreign Service Post Foreign Authority |



| | |
|--|--------|
| Photocopy of passport datapage of the deceased | Client |
|--|--------|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from lipa.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | <p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LIPA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LIPA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|-----------------------|
| Office or Division: | CONSULAR OFFICE- LIPA |
| Classification: | Highly Technical |



| Type of Transaction: | | G2C – Government to Citizen | |
|--|--|---|--|
| Who May Avail | | List of Requirements | Where to Get |
| 13. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pa ssport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|---|---|
| <p>If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | |
| <p>If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA Notary Public</p> |
| <p>Old documents to establish identity: School Records Baptismal Certificate NBI Clearance</p> | <p>School Relevant Church NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph DFA</p> |
| <p>PSA Birth Certificate (1 original, 1 photocopy)</p> | <p>PSA</p> |
| <p>Passport or Valid Government ID of either parent (present original, 1 photocopy)</p> | <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>School ID (for 7 years old and above)</p> | <p>School</p> |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA Notary Public</p> |
| <p>Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD</p> |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from lipa.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|---------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, | None | 15 minutes | Encoder |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|---|---|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO LIPA - (043) 8722 0578; lipa.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |





CONSULAR OFFICE LUCENA CITY, QUEZON





I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE LUCENA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| Item 20 should be notarized by any notary public | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|--|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|--|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.8 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1. 9 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|--|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|---|
| 1. Secure an appointment from lucena.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer, Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LUCENA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|--|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.1.4.1 Photocopies of datapage | |
| E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|---|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS:</p> <p>For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1.Secure an appointment from lucena.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LUCENA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Secure an appointment from lucena.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LUCENA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE LUCENA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|-------------------------|
| Office or Division: | CONSULAR OFFICE- LUCENA |
|----------------------------|-------------------------|



| Classification: | Highly Technical | | |
|---|-----------------------------|---|--|
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 14. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid OWWA E-card (present original and 1 photocopy) | Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid employment contract (present original and 1 photocopy) | Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS | passport.gov.ph onlineappform.pas sport.gov.ph |
| | Valid work visa (present original and 1 photocopy) | Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS | onlineappform.pas sport.gov.ph |
| | Approved written request by any of the following DFA officials: | |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|---|---|
| <p>If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | |
| <p>If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA Notary Public</p> |
| <p>Old documents to establish identity: School Records Baptismal Certificate NBI Clearance</p> | <p>School Relevant Church NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph DFA</p> |
| <p>PSA Birth Certificate (1 original, 1 photocopy)</p> | <p>PSA</p> |
| <p>Passport or Valid Government ID of either parent (present original, 1 photocopy)</p> | <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>School ID (for 7 years old and above)</p> | <p>School</p> |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA Notary Public</p> |
| <p>Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD</p> |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from lucena.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|---------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, | None | 15 minutes | Encoder |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|-------------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|---|---|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO LUCENA - (042) 8710 4526; lucena.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE



MALOLOS CITY, BULACAN

EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE MALOLOS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| Item 20 should be notarized by any notary public | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|---|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|---|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseki Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from malolos.gc@gmail.com attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE MALOLOS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |



| | |
|---|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|--|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from malolos.gc@gmail.com attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE MALOLOS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from malolos.gc@gmail.com attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

I

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|--|------------|---|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--------------|---|-----------------------------------|---------------|--|
| | depending on the result of Post action/ verification | | | |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE MALOLOS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |



| | |
|---|--|
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |



| Passport or Valid Government ID of either parent (present original, 1 photocopy) | | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
|--|---|--|--|--|
| School ID (for 7 years old and above) | | School | | |
| ADDITIONAL REQUIREMENTS FOR MINORS | | | | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | PSA Notary Public | | |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. | Verifiers |



| | | | | |
|---|---|---|---|--------------------------|
| passport application form and valid ID | | | 5 minutes | |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); | |



| | | | |
|--|--|--------------------------|--|
| | mutilated, lost valid or expired electronic passport) | Releasing: 30 minutes | |
|--|--|--------------------------|--|

B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE MALOLOS |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> | Notary Public |



| Affidavit of Explanation and travel records (original) | | BI | | |
|--|---|---|---|--|
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents | None | 20 minutes waiting time 10 minutes | Encoders |



| | | | | |
|---|--|---|--|---------------------------|
| | 4.2 capture applicant's photo and biometrics | | | |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) | <i>Releasing Officers</i> |
| 5.1 Place receipt in designated box and wait for name to be called. | 5.1 release the passport | | | |
| 5.2 Verify all details in passport are correct. | 5.2 Cancel old passport | | 20 minutes waiting time | |
| 5.3 Sign on signature pad. | | | 10 minutes | |
| 5.4 present old passport for cancellation | | | | |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted



that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- MALOLOS | | |
|---|--|--|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 15. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| | 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| | 1.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are: | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |



| | | |
|--|---|---|
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/Philippine |



| | | |
|-------------------------------------|---|--|
| | | Consulate General |
| 5. Solo parents | <p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p> |
| 6. Overseas Filipino Workers (OFWs) | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p> | <p>passport.gov.ph onlineappform.pasport.gov.ph</p> <p>Overseas Worker Welfare Administration (OWWA)</p> |
| | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid employment contract (present original and 1 photocopy)</p> | <p>passport.gov.ph onlineappform.pasport.gov.ph</p> <p>Agency/Employer</p> |
| | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid work visa (present original and 1 photocopy)</p> | <p>passport.gov.ph onlineappform.pasport.gov.ph</p> <p>Embassy or Consulate</p> |
| | <p>Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)</p> | <p>Maritime Industry Authority (MARINA)</p> |
| | <p>Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application.</p> | <p>Agency/Employer</p> |
| | | |



| | | |
|------------------------------------|---|--|
| | (present original and 1 photocopy) (present original and 1 photocopy) | |
| 7. Exceptional and emergency cases | <p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)</p> | <p>onlineappform.passport.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |

| | | |
|--|--------------------------------|---|
| Office or Division: | CONSULAR OFFICE MALOLOS | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| CORE REQUIREMENTS | | |
| Printed Application Form with E-Receipt | | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | | Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | | |
| *on a case to case basis | | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | | BI |
| For applicants with travel document: | | FSPs |



| | |
|---|--|
| Affidavit of Explanation Original Travel Document (original) | |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| | |
|--|--|
| Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> | FSP |



| | |
|--|--|
| Affidavit of Explanation Original Travel Document (original) | |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from malolos.gc@gmail.com | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

I

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |



| | | | | |
|--|--|------|------------|--|
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queueing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|--|--|-----------|---------|
| | <p>new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail</p> | 5 minutes | Cashier |



| | | | | |
|---|---|--|------------|----------------------------|
| | | <p>the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | | |
| <p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | None | 15 minutes | <i>Encoder</i> |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |



| | | | |
|--------------|---|--------------------------|--|
| Total | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |
|--------------|---|--------------------------|--|



INTERNAL SERVICES



x. Application for Vacation or Sick Leave

| | | | | |
|--|---|------------------------|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file | | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | Hospital or Clinic | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 7. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 8. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 8.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>8.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>8.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

XI. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 7. Submit the request letter to the Administrative Officer | 10. Receive the request letter 10.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 11. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 8. Sign the receiving copy of the certificate | 12. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

XII. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|------------------------|
| 7. Submit the approved leave application form and booking ticket to the Administrative Officer | 10. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 11. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 8. Sign receiving copy of the certificate | 12. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|---|--|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO MALOLOS - (044) 8816 7230; malolos.co@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |





CONSULAR OFFICE SAN FERNANDO, PAMPANGA



I. AUTHENTICATION SERVICES

1. Authentication / Apostille

Philippine public documents must be authenticated by the DFA to be validly used in another sovereign state's jurisdiction.

| Office/Division: | CONSULAR OFFICE PAMPANGA |
|---|--|
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | All |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Applicant | |
| Government Issued Identification (ID) Card (1 Original and 1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Representative | |
| Authorization Letter | |
| Government Issued ID of Applicant (1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Government Issued ID of Representative (1 Original, 1 Photocopy) | SSS, GSIS, LTO, COMELEC, PRC, DFA, etc. |
| Authentication Application Form | DFA Website, Authentication Information Counter |
| Other requirements (depending on the document for Authentication) | |
| 69. NBI Clearance/Sundry | |
| <ul style="list-style-type: none"> Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i> | NBI |
| 70. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records | |
| <ul style="list-style-type: none"> Original document issued by PSA/NSO | PSA |
| <ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i> | Local Civil Registrar's Office |
| 71. School documents | |
| q. Elementary and High School Level (Form 137 and/or Diploma) | |
| <ul style="list-style-type: none"> Certified True Copy from the school | Elementary/High School |



| | |
|--|--|
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from DepEd Regional Office | DepEd Regional Office which has jurisdiction over the school |
| r. Technical and Vocational Courses (TOR and/or Diploma/National Certificate) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Technical/Vocational School |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from TESDA | TESDA Office which has jurisdiction over the school |
| s. Private/Local Colleges and Universities (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy from the school | Private/Local College/University |
| <ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from CHED | CHED Office which has jurisdiction over the school |
| t. State Universities and Colleges (TOR and/or Diploma) | |
| <ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school | State University/College |
| 72. PRC document/s | |
| <ul style="list-style-type: none"> • Certified True Copy from PRC | PRC |
| 73. Medical Certificate/s | |
| i. For employment | |
| <ul style="list-style-type: none"> • DOH stamp per document | DOH |
| j. For other purposes | |
| <ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate | DOH |
| 74. CAAP document/s | |
| <ul style="list-style-type: none"> • Certified by CAAP | CAAP |
| 75. Driver's License | |
| <ul style="list-style-type: none"> • Certification | LTO (main branch only) |
| 76. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity | |
| <ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments | Notary Public |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | Regional Trial Court which has jurisdiction over the notary public |
| 77. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit | |
| <ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice- | Regional Trial Court which has jurisdiction over the notary public |



| | |
|---|--------------------------------|
| Executive Judge/any office authorized signatories (issued by the Regional Trial Court) | |
| 78. Court document/s (Decision, Resolution, Order) | |
| • Certified True Copy from the court | Court where the case was filed |
| 79. Immigration Record/s | |
| • Certified by BI | BI |
| 80. DSWD Clearance | |
| • Original document issued by DSWD | DSWD |
| 81. Police Clearance/Sundry | |
| • Original document issued by PNP | Police Station |
| 82. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.) | |
| • Certified True Copy from the issuing office | SEC / DTI / BIR / SSS / BPLO |
| 83. Barangay Clearance/Certificate | |
| • Mayor's certification/clearance | Mayor's Office |
| 84. Export document/s | |
| • Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document | PCCI / DOH / DA / BFAD |
| 85. Issuances by Philippine Embassy / Consulate to be used abroad | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from pampanga.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---------------|-----------------|-----------------|--------------------|
| Filing of documents for Authentication / Apostille | | | | |



| | | | | |
|---|--|---|-------------------------------------|--|
| 1. Present document/s for authentication for initial evaluation at the Authentication Information Counter. | 1. Conduct initial evaluation on the document/s and answer queries concerning authentication requirements and procedures. 1.1 Issue queuing number and provide application form to be filled out by applicant/ representative | - | 5 minutes | Authentication Processor |
| 2. Fill out application form and wait for queuing number to be called at the Processing area. | 2. None | - | 1 hour | |
| 3. Submit accomplished application form, document/s for authentication, government issued ID, and authorization letter (for representatives) to the Processor for evaluation. | 3. Evaluate if documents presented by the applicant/ representative are complete and in order. Verify the signature of the official who signed the document. 3.1 Print and issue Authentication Slip to the applicant, indicating the date and time of release. | - | 30 minutes | Authentication Processor |
| 4. Present Authentication Slip and pay the appropriate authentication fee to the Cashier. | 4. Collect the appropriate authentication fee from the applicant/ representative, as indicated on the Authentication Slip. | Regular: PHP100 per document Expedite: PHP200 per document | 5 minutes | Cashier |
| | 5. Encode and issue Apostille / Authentication Certificate. | | 2 Working Days and 6 Working Hours) | Authentication Backend Authentication |



| | | | | |
|---|--|---------------------------------------|--|---|
| | 5.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication Certificate upon confirmation. | | 20 Days* (for special cases needing further verification by issuing agency outside the DFA) | <i>VAFIS Personnel</i> |
| Releasing of Authenticated documents | | | | |
| 1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area. | 1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 15 minutes | |
| 2. Present government issued ID at the appropriate releasing window. | 2. Check original government issued ID of applicant/ representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/ Apostille document/s to the applicant/ representative. | - | 5 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Check accuracy and completeness of authenticated document/s received. | 3. Provide Client Feedback Form to the applicant/ representative | - | | |
| TOTAL: | | Regular: PHP100 per document | Regular: 3 Days Expedite: 1 Working Day | |



| | | | | |
|--|--|--|------------|---|
| | | Expedite: PHP200 per document | | |
| Releasing of Pending and Correction documents | | | | |
| 1. Proceed to the Pending and Correction window for evaluation. | 5. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area. | - | 10 minutes | <i>Authentication Releasing Personnel</i> |
| 2. Wait for name to be called at the Pending and Correction area. | 2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present. | - | 30 minutes | <i>Authentication Releasing Personnel</i> |
| 3. Present government issued ID to claim the authenticated document/s. | 3. Check original government issued ID of applicant/ representative. 3.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 3.2 Release authenticated/ Apostille document/s to the applicant/ representative. | - | 5 minutes | <i>Authentication Releasing Personnel</i> |
| 4. Check accuracy and completeness of | 4. Provide Client Feedback Form to the applicant/ representative. | - | | |



| | | | | |
|--|--|------|------------|--|
| authenticated / Apostille document/s received. | | | | |
| TOTAL: | | None | 45 minutes | |

II. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE PAMPANGA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |



| | |
|--|--|
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |



| | |
|--|---|
| consular jurisdiction of the Philippine Embassy in Mexico- | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|---|--|
| - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | |
| B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |



| | |
|---|--|
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| C.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |



| | |
|---|--|
| C .1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.2. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |



| | |
|--|---|
| C.2.9. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage | Client |



| | |
|--|---|
| -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of | Client |



| | |
|---|---|
| the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | |
| D.2.8 Five (5) recent passport size photos of the child | Client |
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located | Issuing Authority where the applicant was born |



| | |
|---|--|
| within the vicinity of the base), and Consular Report of Birth | |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.1.7 Five (5) recent passport size photo the child | Client |
| E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| E.1.9 Notarized Affidavit of Delayed Registration | Notary public |
| E.1.10 Five (5) recent passport size photo the child | Client |
| E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|--|
| E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|---|--|
| and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |
| E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i> | Cashier |
| F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| F.1 Child born more than one (1) year old | |
| F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2 Original Documents of the following: • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the | Issuing Authority where the applicant was born |



| | |
|--|--|
| <p>Japanese City Hall) or certified true copy with stamps from City Hall</p> <ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | |
| F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| <p>F.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| <p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |



| | |
|---|---------|
| <p>F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
|---|---------|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from pampanga.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|---|------------|---|
| | | on of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|---|---|
| Office or Division: | CONSULAR OFFICE PAMPANGA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties | |
| A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA | PSA Or |



| | |
|---|--|
| A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |



| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
|---|--|
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA | PSA Foreign Authority |



| | |
|--|---|
| C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | Client |
| D.1.5. Five (5) recent passport size photos of both parties | Client |



| | |
|---|--|
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |



| | |
|---|---|
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3.Birth Certificate of both parties | PSA |



| | |
|--|---|
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.2.4.1 Photocopies of datapage | |
| E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | |
| <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| | Philippine Statistics Authority |



| | |
|---|---|
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | |
| <p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;

For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse

For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from pampanga.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

I

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ *USD 75 | 31 minutes | |

C. Report of Death

| | |
|---------------------|----------------------|
| Office or Division: | CONSULAR OFFICE CEBU |
|---------------------|----------------------|



| | |
|---|---|
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item No. 20 should be notarized by any notary public</i> | Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate | Foreign Authority |
| 2. Certificate of Sealing of Casket | Philippine Foreign Service Post |
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from pampanga.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|-------------------|----------------|
| | <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine</p> | <p>10 minutes</p> | <p>Cashier</p> |



| | | | | |
|--|---|-----------------------------------|------------|---|
| | | Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

IV. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|----------------------------|--------------------------|
| Office or Division: | CONSULAR OFFICE PAMPANGA |
| Classification: | Highly Technical |



| | |
|---|--|
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| | |
|--|--|
| IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| DSWD Clearance (present original, 1 photocopy) | | | | |
|---|---|--|--|--|
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) | Releasing Officer |



| | | | | |
|----------------------------|--|---|--|--|
| 5.3 Sign on signature pad. | | | 20 minutes waiting time 10 minutes | |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

B. Renewal of a Regular Passport

| | |
|---|---|
| Office or Division: | CONSULAR OFFICE PAMPANGA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |



| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID | | |
|---|---------------|---|-----------------|---|
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | | School | | |
| ADDITIONAL REQUIREMENTS | | | | |
| For lost valid passport: Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID | | |
| For lost expired passport: Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID | | |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | | FSP | | |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | | Notary Public BI | | |
| For minor applicants: Some additional requirements stated above may be required depending on the case of the applicant | | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular or PHP 1200 for expedite | 20 minutes | Staff, Project and Information Technology Support |



| | | | | |
|--|---|--|---|--------------------|
| | | PHP 50 for convenience fee | | |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. 5.4 present old passport for cancellation | 5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | Releasing Officers |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite | Application: 1 Hour and 15 minutes; | |



| | | | |
|--|---|---|--|
| | PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |
|--|---|---|--|

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- PAMPANGA | | |
|--|--|--|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 16. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are: | 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or | Philippine Statistics Authority (PSA) |



| | | |
|---|---|---|
| | PSA marriage certificate) (present original and 1 photocopy) | |
| 1.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are: | Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy) | passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |



| | | |
|--|---|---|
| A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | | |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Agency/Employer |



| | | |
|------------------------------------|--|---|
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | onlineappform.pa ssport.gov.ph Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), |



| | |
|---|---|
| | Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |



| | |
|--|--|
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |



| | |
|--|---|
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|-------------------------------|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from pampanga.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment | 2. Verify the appointment and | None | 5 minutes | Information Officer |



| | | | | |
|--|-----------------------|--|--|--|
| and fill out the Health Declaration Form | issue/collect the HDF | | | |
|--|-----------------------|--|--|--|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | <i>Information and Public Assistance Officer</i> |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | <i>Information and Public Assistance Officer</i> |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look- | 5. Receive the queueing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------------|-----------------------|
| <p>Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p> | <p>names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| <p>6. Pay the required fees at the Cashier</p> | <p>6. Accept the payment based on the amount indicated in the official receipt</p> | <p>Express processing fee – PHP 1,200.00</p> | <p>5 minutes</p> | <p><i>Cashier</i></p> |



| | | | | |
|---|---|---|------------|----------------|
| | 6.1 Give the validated official receipt to the applicant | <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | | |
| <p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section</p> | None | 15 minutes | <i>Encoder</i> |



| | | | | |
|---|---|--|-----------------------|----------------------------|
| | admin to the production unit. | | | |
| 8. Return on the tentative release date indicated on the official receipt and present the original official receipt 8.1 Receive the passport | 8. Receive the official receipt then verify and locate the passport 8.1 Issue the passport to the applicants | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport) | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|--|--|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO PAMPANGA - (045) 8636 0007; (045) 8636 0010; pampanga.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



| | |
|-------------------------|--|
| <i>Authority (ARTA)</i> | |
|-------------------------|--|



CONSULAR OFFICE PUERTO PRINCESA CITY, PALAWAN



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|--|---------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE PUERTO PRINCESA | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| <i>Item 20 should be notarized by any notary public</i> | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent | |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | | Philippine Statistics Authority | |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage | |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | | Client | |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|---|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|--|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|---|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from puertoprincesa.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE PUERTO PRINCESA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| • Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) | |
| • Koseki Tohon (latest Family Registry) | |
| • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| • Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| • Five (5) recent passport size photos of both parties | Client |
| • Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|--|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from puertoprincesa.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1. Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE PUERTO PRINCESA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from puertoprincesa.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE PUERTO PRINCESA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE PUERTO PRINCESA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|----------------------------------|
| Office or Division: | CONSULAR OFFICE- PUERTO PRINCESA |
|----------------------------|----------------------------------|



| Classification: | Highly Technical | | |
|--|-----------------------------|---|--|
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 17. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|---|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pa ssport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|--|
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from puertoprincesa.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|----------------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | <i>Cashier</i> |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, | None | 15 minutes | <i>Encoder</i> |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|--|---|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO PUERTO PRINCESA - (048) 8434 1773; (048) 8723 0424; puertoprincesa.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



| | |
|-------------------------|--|
| <i>Authority (ARTA)</i> | |
|-------------------------|--|



CONSULAR OFFICE SAN PABLO CITY, LAGUNA





I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | | | |
|--|-------------------------------|---|--|
| Office or Division: | CONSULAR OFFICE SAN PABLO | | |
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C- Government to Citizens | | |
| Who may avail: | Filipino Citizens born abroad | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | | | |
| A.1 In case the party seeking registration the child born less than one (1) year old | | | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) | |
| <i>Item 20 should be notarized by any notary public</i> | | Notary Public | |
| A.1.2 Birth Certificate | | Issuing Authority where the applicant was born | |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate | |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent | |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | | Philippine Statistics Authority | |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage | |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | | Client | |



| | |
|--|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|---|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|--|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|--|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todohe No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from sanpablo.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE SAN PABLO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|---|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS:</p> <p>For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from sanpablo.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE SAN PABLO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from sanpablo.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE SAN PABLO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE SAN PABLO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|----------------------------|
| Office or Division: | CONSULAR OFFICE- SAN PABLO |
|----------------------------|----------------------------|



| Classification: | Highly Technical | | |
|---|--|--|---|
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 18. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| | 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| | 1.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are: | | Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy) | passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| | 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|---|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pa ssport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|--|
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from sanpablo.co@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|---------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, | None | 15 minutes | Encoder |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|---|--|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO SAN PABLO - (049) 8521 0246; sanpablo.co@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |





CONSULAR OFFICE SANTIAGO CITY, ISABELA





I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE SANTIAGO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|--|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|--|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |
| *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from santiago.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE SANTIAGO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|--|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.1.4.1 Photocopies of datapage | |
| E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: | Issuing Authority where the marriage took place |
| • Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) | |
| • Koseki Tohon (latest Family Registry) | |
| • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | |
| • Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| • Five (5) recent passport size photos of both parties | Client |
| • Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|--|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from santiago.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | <i>CO Administrative Officer Civil Registry Desk</i> |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | <i>Information Officer</i> |

I

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|--|------------|---------|
| | <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for</p> | 10 minutes | Cashier |



| | | | | |
|--|---|---|------------|---|
| | | those under the jurisdiction of the Philippine Consulate General in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|---|---|
| Office or Division: | CONSULAR OFFICE SANTIAGO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item No. 20 should be notarized by any notary public</i> | Notary Public |
| Five (5) photocopies of the following: | |



| | |
|--|---------------------------------|
| 1. Death Certificate | Foreign Authority |
| 2. Certificate of Sealing of Casket | Philippine Foreign Service Post |
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from santiago.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|--|------------|---|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--------------|--|-----------------------------------|---------------|--|
| | depending on the result of Post action/ verification | | | |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|---|--|
| Office or Division: | CONSULAR OFFICE SANTIAGO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS | |
| *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |



| | |
|---|--|
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |



| Passport or Valid Government ID of either parent (present original, 1 photocopy) | | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
|--|---|--|--|--|
| School ID (for 7 years old and above) | | School | | |
| ADDITIONAL REQUIREMENTS FOR MINORS | | | | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | PSA Notary Public | | |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. | Verifiers |



| | | | | |
|---|---|---|---|--------------------------|
| passport application form and valid ID | | | 5 minutes | |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | <i>Processors</i> |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); | |



| | | | |
|--|--|--------------------------|--|
| | mutilated, lost valid or expired electronic passport) | Releasing: 30 minutes | |
|--|--|--------------------------|--|

B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE SANTIAGO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> | Notary Public |



| Affidavit of Explanation and travel records (original) | | BI | | |
|--|---|---|---|--|
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents | None | 20 minutes waiting time 10 minutes | Encoders |



| | | | | |
|---|--|---|--|---------------------------|
| | 4.2 capture applicant's photo and biometrics | | | |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) | <i>Releasing Officers</i> |
| 5.1 Place receipt in designated box and wait for name to be called. | 5.1 release the passport | | | |
| 5.2 Verify all details in passport are correct. | 5.2 Cancel old passport | | 20 minutes waiting time | |
| 5.3 Sign on signature pad. | | | 10 minutes | |
| 5.4 present old passport for cancellation | | | | |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted



that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| Office or Division: | CONSULAR OFFICE- SANTIAGO | | |
|---|--|--|--|
| Classification: | Highly Technical | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 19. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| | 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| | 1.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are: | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |



| | | |
|--|---|---|
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/Philippine |



| | | |
|-------------------------------------|---|--|
| | | Consulate General |
| 5. Solo parents | <p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p> | <p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p> |
| 6. Overseas Filipino Workers (OFWs) | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p> | <p>passport.gov.ph onlineappform.pasport.gov.ph</p> <p>Overseas Worker Welfare Administration (OWWA)</p> |
| | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid employment contract (present original and 1 photocopy)</p> | <p>passport.gov.ph onlineappform.pasport.gov.ph</p> <p>Agency/Employer</p> |
| | <p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid work visa (present original and 1 photocopy)</p> | <p>passport.gov.ph onlineappform.pasport.gov.ph</p> <p>Embassy or Consulate</p> |
| | <p>Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)</p> | <p>Maritime Industry Authority (MARINA)</p> |
| | <p>Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application.</p> | <p>Agency/Employer</p> |
| | | |



| | | |
|------------------------------------|---|--|
| | (present original and 1 photocopy) (present original and 1 photocopy) | |
| 7. Exceptional and emergency cases | <p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)</p> | <p>onlineappform.passport.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p> |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|---|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |



| | |
|---|--|
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |



| | |
|--|--|
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> | Notary Public |



| | |
|--|---|
| Affidavit of Explanation and travel records (original) | BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from santiago.co@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queuing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | <i>Information and Public Assistance Officer</i> |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|-----------|---------|
| | <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> | 5 minutes | Cashier |



| | | | | |
|---|---|---|-----------------------|----------------------------|
| | | * For mutilated, lost valid or expired electronic passport | | |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents | None | 15 minutes | <i>Encoder</i> |
| 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct. | 7.1 Save the data of the applicant 7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit. | | | |
| 8. Return on the tentative release date indicated on the official receipt and present the original official receipt | 8. Receive the official receipt then verify and locate the passport | None | 10 minutes | <i>Releasing Personnel</i> |
| 8.1 Receive the passport | 8.1 Issue the passport to the applicants | | | |
| Total | | Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired | 1 hour and 10 minutes | |



| | | | |
|--|-------------------------|--|--|
| | electronic passport) | | |
|--|-------------------------|--|--|



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|-----------------|-------------------|------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file | | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | Hospital or Clinic | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROC ESSIN G TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | Administrative Officer |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|-------------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|---|---|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO SANTIAGO - (078) 8323 3704; santiago.co@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



CONSULAR OFFICE TACLOBAN CITY, LEYTE



EXTERNAL SERVICES



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE TACLOBAN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|---|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|--|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from tacloban.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TACLOBAN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Foreign Service Post |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Client |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Philippine Statistics Authority |
| | Cashier |



| | |
|---|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS:</p> <p>For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from tacloban.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TACLOBAN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from tacloban.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TACLOBAN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TACLOBAN |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|---------------------------|
| Office or Division: | CONSULAR OFFICE- TACLOBAN |
|----------------------------|---------------------------|



| Classification: | Highly Technical | | |
|--|-----------------------------|---|--|
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 20. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pa ssport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pa ssport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|---|---|
| <p>If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)</p> | |
| <p>If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)</p> | <p>PSA Notary Public</p> |
| <p>Old documents to establish identity: School Records Baptismal Certificate NBI Clearance</p> | <p>School Relevant Church NBI</p> |
| CORE REQUIREMENTS FOR MINORS | |
| <p>Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i></p> | <p>passport.gov.ph DFA</p> |
| <p>PSA Birth Certificate (1 original, 1 photocopy)</p> | <p>PSA</p> |
| <p>Passport or Valid Government ID of either parent (present original, 1 photocopy)</p> | <p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>School ID (for 7 years old and above)</p> | <p>School</p> |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| <p>Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)</p> | <p>PSA Notary Public</p> |
| <p>Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost</p> |
| <p>Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p> | <p>Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD</p> |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from tacloban.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|---------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, | None | 15 minutes | Encoder |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



XIII. Application for Vacation or Sick Leave

| | | | | | |
|--|--|--|--------------------------|---------------------------|--|
| Office or Division: | | Consular Office- Bacolod | | | |
| Classification: | | Simple | | | |
| Type of Transaction: | | G2C- Government to Citizens | | | |
| Who may avail: | | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | | |
| ADDITIONAL REQUIREMENTS | | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROC ESSIN G TIME | PERSON RESPONSIBLE | |
| 9. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer | |
| 10.Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 10.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | Administrative Officer | |



| | | | | |
|--------------|---|------|--------|--|
| | <p>10.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>10.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

XIV. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 9. Submit the request letter to the Administrative Officer | 13. Receive the request letter 13.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 14. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 10. Sign the receiving copy of the certificate | 15. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

xv. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|------------------------|
| 9. Submit the approved leave application form and booking ticket to the Administrative Officer | 13. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 14. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 10. Sign receiving copy of the certificate | 15. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|---|---|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO TACLOBAN - (053) 8832 0889; tacloban.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |





CONSULAR OFFICE TAGUM CITY, DAVAO DEL NORTE



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE TAGUM |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| Item 20 should be notarized by any notary public | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|--|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|---|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|---|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|--|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todohe No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from tagum.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TAGUM |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|--|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.1.4.1 Photocopies of datapage | |
| E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) Juri | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Foreign Service Post |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Client |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Philippine Statistics Authority |
| | Cashier |



| | |
|---|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS:</p> <p>For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from tagum.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TAGUM |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from tagum.co@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TAGUM |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TAGUM |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|------------------------|
| Office or Division: | CONSULAR OFFICE- TAGUM |
|----------------------------|------------------------|



| Classification: | Highly Technical | | |
|--|-----------------------------|---|--|
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 21. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pasport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|--|
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from tagum.co@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

I/

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|---------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, | None | 15 minutes | Encoder |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|-------------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|---|--|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO TAGUM - (084) 8216 9846; tagum.co@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |





CONSULAR OFFICE TUGUEGARAO CITY, CAGAYAN



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE TUGUEGARAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|---|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|---|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| B.1.3. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from tuguegarao.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TUGUEGARAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|--|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties | |
| E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties | Client |
| E.1.4.1 Photocopies of datapage | |
| E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties | |
| E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|---|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS:</p> <p>For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from tuguegarao.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TUGUEGARAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from tuguegarao.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TUGUEGARAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE TUGUEGARAO |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|-----------------------------|
| Office or Division: | CONSULAR OFFICE- TUGUEGARAO |
|----------------------------|-----------------------------|



| Classification: | Highly Technical | | |
|--|-----------------------------|---|--|
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 22. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pasport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers_ (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|--|
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|------------------------------|
| 1. Secure an appointment from tuguegarao.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|---|------|------------|--|
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|--|------------|---------|
| | <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |
| 7. Proceed to the Encoding Area | 7. Encode the applicant's biographical data, | None | 15 minutes | Encoder |



| | | | | |
|--|--|---|-----------------------|----------------------------|
| <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | | | |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|-----------------|-------------------|------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | Employee's personal file | | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer | | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | Hospital or Clinic | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROC ESSIN G TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1.Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | Administrative Officer |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | Administrative Officer |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|---|---|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO TUGUEGARAO - (078) 8377 0267; tuguegarao.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |





CONSULAR OFFICE ZAMBOANGA CITY, ZAMBOANGA DEL SUR



I. CIVIL REGISTRATION SERVICES

1. Reports of Birth, Marriage or Death

The Department's Consular Records Division acts as the receiving and initial processing office for the applications for registration or delayed registration of various reports of vital events (Report of Birth, Marriage and Death) of Filipinos which occurred abroad. It also serves as "Transmitting Office" to and from FSPs and the Philippine Statistics Authority (PSA). It also acts as coordinating office between the FSPs, PSA and clients for any civil registry queries/concerns.

A. Report of Birth

| | |
|--|---|
| Office or Division: | CONSULAR OFFICE ZAMBOANGA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens born abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. FOR CHILD WITH MARRIED PARENTS | |
| A.1 In case the party seeking registration the child born less than one (1) year old | |
| A.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| A.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |
| A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage |
| A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document | Client |



| | |
|---|--|
| -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| A.1.8 Five (5) recent passport size photos of the child | Client |
| A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier | Cashier |
| A.2 In case the party seeking late registration the child born more than one (1) year old | |
| A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent |



| | |
|--|--|
| A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| A.2.4. PSA Report of Marriage or Foreign Marriage Certificate | Philippine Statistics Authority/ Country of Marriage |
| a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| A.2.8. Five (5) recent passport size photos of the child | Client |
| A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Client |
| A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| A.2.11. Notarized Affidavit of Delayed Registration | Any notary public |
| A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |



| | |
|---|--|
| A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso | Cashier |
| B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| B.1. Child born is less than one (1) year old | |
| B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| B.1.7. Passport of parents (valid at the time of the birth of the child) | Client |



| | |
|---|--|
| -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | |
| B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| B.1.9. Five (5) recent passport size photos of the child | |
| B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier | Cashier |
| B.2 Child born is more than one (1) year old | |
| B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |



| | |
|---|---|
| <p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | Client |
| <p>B.1. 9 Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p> | Client |
| B.1.10. Five (5) recent passport size photos of the child | Client |
| B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| B.1.12. Notarized Affidavit of Delayed Registration | Any notary public |
| B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER | |
| C.1 Child born more than one (1) year old | |
| C.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |



| | |
|--|--|
| <i>Item 20 should be notarized by any notary public</i> | |
| C.1.2 Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.5 Five (5) recent passport size photo the child | Client |
| C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| C.1.9 Notarized Affidavit of Delayed Registration | Any notary public |
| C.1.10 PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.1.11. Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Child born less than one (1) year old | |
| C.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| C.2.2. Birth Certificate | Issuing Authority where the applicant was born |
| Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico- | The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate |
| Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles- | To submit PSA birth certificate of Filipino mother |
| C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.5. Five (5) recent passport size photos of the child | Client |
| C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage | Client |
| C.2.8.PSA Birth certificate of the mother | Philippine Statistics Authority |
| C.2.9.Notarized Affidavit of Illegitimacy executed by the mother | Any notary public |
| C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old | Bureau of Immigration/ Foreign Service Post |



| | |
|--|---|
| and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| C.211 Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS | |
| D.1 In case the party seeking registration the child born less than one (1) year old | |
| D.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card) | Client |
| D.1.8 Five (5) recent passport size photos of the child | Client |
| D.1.9 PSA Birth Certificate of Filipino parent | Philippine Statistic Authority |
| D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, | Client |



| | |
|---|---|
| British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| D.2 In case the party seeking registration the child born more than one (1) year old | |
| D.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall Boshi Techo (Maternity Registry Book) Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate | Philippine Statistics Authority/ Issuing Authority where the marriage took place |
| D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| D.2.8 Five (5) recent passport size photos of the child | Client |



| | |
|--|---|
| D.2.9 PSA Birth Certificate of Filipino parent | Philippine Statistics Authority |
| D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Notary public |
| D.2.11 Notarized Affidavit of Delayed Registration | Notary public |
| D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | Bureau of Immigration/ Foreign Service Post |
| <p>D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER | |
| E.1 In case the party seeking registration the child born more than one (1) year old | |
| E.1.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| <p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.1.5 First passport or travel document of the child | Client |



| | |
|--|--|
| <p>-Photocopy of the passport datapage/ travel document</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p> | |
| <p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p> | Client |
| <p>E.1.7 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p> | Notary public |
| <p>E.1.9 Notarized Affidavit of Delayed Registration</p> | Notary public |
| <p>E.1.10 Five (5) recent passport size photo the child</p> | Client |
| <p>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | Any notary public/ Local Civil Registrar/ Foreign Service Post |
| <p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of</p> | Any notary public/ Local Civil Registrar/ Foreign Service Post |



| | |
|--|---|
| Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration | |
| E.2 In case the party seeking registration the child born more less than one (1) year old | |
| E.2.1 Five (5) original copies of duly accomplished Report of Birth | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | Issuing Authority where the applicant was born |
| E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| E.2.8 Five (5) recent passport size photo the child | Client |
| E.2.9 PSA Birth certificate of Filipino parent | Philippine Statistics Authority |



| | |
|---|---|
| <p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate | <p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p> |
| <p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | <p>Cashier</p> |
| <p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p> | |
| <p>F.1 Child born more than one (1) year old</p> | |
| <p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| <p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseido No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) | <p>Issuing Authority where the applicant was born</p> |
| <p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located</p> | <p>Issuing Authority where the applicant was born</p> |



| | |
|--|--|
| within the vicinity of the base), and Consular Report of Birth | |
| F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1) | Philippine Statistics Authority |
| F.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport | Client |
| F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport | Client |
| F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth | Issuing Authority where the applicant was born |
| F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration. | Bureau of Immigration/ Foreign Service Post |
| F.1.9 PSA Birth certificate of the Filipino mother | Philippine Statistics Authority |
| F.1.10 Notarized Affidavit of Illegitimacy | Any notary public |
| F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child | Any notary public |
| F.1.12 Notarized Affidavit of Delayed Registration | Any notary public |
| F.1.13 Five (5) recent passport size photo the child | Client |
| F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo | Cashier |



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from zamboanga.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Birth Form | 1. Receive the Report of Birth Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|--|---|--|------------|---------|
| | Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--------------------------------------|------------|---|
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL (to be paid in PHP) | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

B. Report of Marriage

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ZAMBOANGA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Filipino Citizens married abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. In case party being registered married less than one (1) year | |
| A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| A.2. Marriage Certificate | Issuing Authority where the marriage took place |
| A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Or Issued by foreign country of birth with official English translation, if applicable |
| A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage | Client |



| | |
|---|--|
| A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| A.5. Five (5) recent passport size photos of both parties | Client |
| A.6. Negative Certification of Marriage Record (CRD Form No. 3) | Philippine Statistics Authority |
| A.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| B. In case party being registered married for more than 1 year | |
| B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| B.2. Marriage Certificate | Issuing Authority where the marriage took place |
| B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| B.5. Five (5) recent passport size photos of both parties | Client |
| B.6. Negative Certification of Marriage Record (CRS Form No. 3) | Philippine Statistics Authority |
| B.7. Notarized Affidavit of Delayed Registration | Any notary public |
| B.8. Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| B.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East | |
| C.1. Party being registered married less than one (1) year | |
| C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|--|
| C.1.2. Marriage Certificate | Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| C.1.5. Five (5) recent passport size photos of both parties | Client |
| C.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| C.2. Party being registered married more than one (1) year | |
| C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| C.2.1. Marriage Certificate | Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs |
| C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage | Client |



| | |
|--|---|
| C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | |
| C.2.4. Five (5) recent passport size photos of both parties | Client |
| C.2.5. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| C.2.6. Notarized Affidavit of Delayed Registration | Any notary public |
| C.2.7. Notarized Affidavit of Two Disinterested persons | Any notary public |
| C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D. For marriages solemnized in the USA and Canada | |
| D.1. Party being registered married less than one (1) year | |
| D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) |
| <i>Item 20 should be notarized by any notary public</i> | Notary Public |
| D.1.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.1.3. Birth Certificate of both parties | |
| D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. | PSA |
| D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | Foreign Authority |
| D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties | Client |
| D.1.4.1 Photocopies of datapage | |
| D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID | |
| D.1.5. Five (5) recent passport size photos of both parties | Client |
| D.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.1.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |



| | |
|---|--|
| D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| D.2. Party being registered married for more than one (1) year | |
| D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| D.2.2. Marriage Certificate | Issuing Authority where the marriage took place |
| D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID | Client |
| D.2.5. Five (5) recent passport size photos of both parties | Client |
| D.2.6. Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage) | Client |
| D.2.8. Copy Certificate of Naturalization (if applicable) | Bureau of Immigration or FSP |
| D.2.9. Notarized Affidavit of Delayed Registration | Any notary public |
| D.2.10. Notarized Affidavit of Two (2) Disinterested persons | Client |
| D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E. For marriages solemnized in NEPAL and INDIA | |
| E.1 Party being registered married less than one (1) year | |
| E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |



| | |
|---|---|
| E.1.2. Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |
| E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.1.6 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso | Cashier |
| E.2 Party being registered married more than one (1) year | |
| E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| e.2.2 Marriage Contract | Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines |
| E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation | PSA Foreign Authority |



| | |
|--|--|
| E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID | Client |
| E.2.5 Negative Certification of Marriage Record (CRS Form No. 3) | PSA |
| E.2.6 Notarized Affidavit of Delayed Registration | Any notary public |
| e.2.7 Notarized Affidavit of Two (2) Disinterested persons | Any notary public |
| e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso | Cashier |
| F. For marriages solemnized in Japan | |
| F.1 Party being registered married less than one (1) year | |
| F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| <ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| <ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| <ul style="list-style-type: none"> Five (5) recent passport size photos of both parties | Client |
| <ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | Philippine Statistics Authority |
| F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso) | Cashier |



| | |
|---|--|
| <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | |
| F.2 Party being registered married more than one (1) year | |
| <p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p> | <p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p> |
| F.1.2. Advisory on Marriages from PSA | Philippine Statistics Authority |
| <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) | Issuing Authority where the marriage took place |
| F.1.4 Birth Certificate of Filipino spouse from the PSA | Philippine Statistics Authority |
| F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) | Foreign Service Post |
| F.1.6 Five (5) recent passport size photos of both parties | Client |
| F.1.7 Negative Certification of Marriage Record from the PSA | Philippine Statistics Authority |
| F.1.8 Notarized Affidavit of Delayed Registration | Any notary public |
| <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p> | Any notary public |
| <p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p> | Cashier |
| <p>REMINDERS:</p> <p>For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> | |



For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1.Secure an appointment from zamboanga.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1.To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2.On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Marriage Form | 1.Receive the Report of Marriage Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|---|---|------------|---------|
| | <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p> | | | |
| <p>3. Pay the required consular fees at the second floor Cashier.</p> | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p> | 10 minutes | Cashier |



| | | | | |
|--|---|--|------------|---|
| | | ion of the Philippi ne Consul ate Genera l in | | |
| 4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt) | 4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |

C. Report of Death

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ZAMBOANGA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | Next of Kin of Filipino Citizens died abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i> | Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public |
| Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket | Foreign Authority Philippine Foreign Service Post |



| | |
|--|-------------------|
| 3. Autopsy/Embalming Report | Foreign Authority |
| Photocopy of passport datapage of the deceased | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Secure an appointment from zamboanga.rco@dfa.gov.ph attaching to the email a copy of the scanned documents | 1. To pre-evaluate the attached documents and set an appointment | None | 1 to 2 days | CO Administrative Officer Civil Registry Desk |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit the notarized duly-accomplished Report of Death Form | 1. Receive the Report of Death Form | None | 1 minute | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| 2. Submit the required documents to CRD Window 1 for initial assessment and verification | 2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |



| | | | | |
|---|--|--|------------|---|
| | Applicant to return when requirements are completed. | | | |
| 3. Pay the required consular fees at the second floor Cashier. | <p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p> | <p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p> | 10 minutes | Cashier |
| <p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p> | <p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p> | None | 10 minutes | CO Registration Officer, for onward transmittal to DFA ASEANA CRD |
| TOTAL | | USD 25 or *USD 50/ * USD 75 | 31 minutes | |



II. Passport Services

The Department of Foreign Affairs (DFA) performs its consular function of issuing passports and travel documents to Philippine nationals and to foreign nationals under relevant local laws such as the Philippine Passport Act and the Foreign Service Act, among others, as well as international treaties and conventions, such as the 1963 Vienna Convention on Consular Relations, the Chicago Convention, the 1951 Refugee Convention and the 1954 Statelessness Convention.

1. Regular Passport Services

A. Issuance of a Regular Passport for First Time Applicants

The Philippine electronic passport is a machine-readable travel document issued by the Philippine government to its citizens that certifies the identity and citizenship of the holder as a Filipino citizen, for the purpose of international travel.

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ZAMBOANGA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | PSA |



| | |
|---|--|
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: | PSA |



| If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | | Notary Public | | |
|--|--|--|--|--|
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost | | |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy) | | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD | | |
| Adoption papers (present original, 1 photocopy) | | Relevant Court | | |
| PSA certificate of foundling (present original, 1 photocopy) | | PSA | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | <i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time | Processors |



| | | | | |
|---|---|---|--|--------------------------|
| | | | | |
| 4. Proceed to Passport Enrollment Center (PEC) and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | <i>Encoders</i> |
| 5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad. | 5. check receipt and locate passport 5.1 release the passport | None | *After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila) 20 minutes waiting time 10 minutes | <i>Releasing Officer</i> |
| Total | | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport) | Application: 1 Hour and 15 minutes; Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes | |



B. Renewal of a Regular Passport

| | |
|--|--|
| Office or Division: | CONSULAR OFFICE ZAMBOANGA |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Filipino citizens |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Printed Application Form with E-Receipt | passport.gov.ph |
| Current Passport (1 original, 1 photocopy) | DFA |
| Acceptable Valid Government ID (1 original, 1 photocopy) | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> | Notary Public Relevant Police Station PSA |



| Some additional requirements stated above may be required depending on the case of the applicant | | SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
|--|---|---|---|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant sets an appointment through http://passport.gov.ph and pays online | 1. none | PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee | 20 minutes | Staff, Project and Information Technology Support |
| 2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID | 2. receive required documents 2.1 verify appointment | None | *Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes | Verifiers |
| 3. Proceed to Processing Section and wait for an available window | 3. Evaluate the authenticity and completeness of documents | None | 20 minutes waiting time 10 minutes | Processors |
| 4. Proceed to Encoding Section and present documents | 4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics | None | 20 minutes waiting time 10 minutes | Encoders |
| 5. On the estimated date of release, proceed to the Releasing Section | 5. check receipt and locate passport | None | *After six working days or twelve | Releasing Officers |



| | | | | |
|--|--|--|---|--|
| <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p> | <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p> | | <p>working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)</p> <p>20 minutes waiting time</p> <p>10 minutes</p> | |
| Total | | <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p> | <p>Application: 1 Hour and 15 minutes;</p> <p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p> | |

2. Passport Courtesy Lane

The Courtesy Lane was established primarily to provide passport services to government officials and employees as well as for exceptional and emergency cases. It must be noted that the availment of the Courtesy Lane Facility is not a right but a privilege of government officials and Department personnel; hence, the Department reserves the right as to who may avail of the services.

| | |
|----------------------------|----------------------------|
| Office or Division: | CONSULAR OFFICE- ZAMBOANGA |
|----------------------------|----------------------------|



| Classification: | Highly Technical | | |
|--|-----------------------------|---|--|
| Type of Transaction: | G2C – Government to Citizen | | |
| Who May Avail | | List of Requirements | Where to Get |
| 23. Senior citizens | | Printed Application Form with E-Receipt | passport.gov.ph |
| A senior citizen may be accompanied by one (1) adult companion, provided that they are: | | Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy) | City/Municipal Office of the Senior Citizen Affairs (OSCA) |
| 1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |
| 1.2. A travelling companion | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy) | Airline/Hotel |
| 2. Persons with disabilities (PWDs) | | Printed Application Form with E-Receipt | passport.gov.ph |
| A PWD may be accompanied by one (1) adult companion, provided that they are: | | PWD ID (present original and 1 photocopy) | Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO) |
| 2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or | | Printed Application Form with E-Receipt | passport.gov.ph |
| | | Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy) | Philippine Statistics Authority (PSA) |



| | | |
|--|---|--|
| 2.2. A travelling companion | Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy) | passport.gov.ph Airline/Hotel |
| 3. Pregnant women | Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy) | passport.gov.ph Hospital, Licensed physician |
| 4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are: | Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.1. Parent/s; or | Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy) | passport.gov.ph Philippine Statistics Authority (PSA) |
| 4.2 Legal guardian; or | Printed Application Form with E-Receipt Court Order (present original and 1 photocopy) | passport.gov.ph Family Court |
| 4.3 Authorized representative | Printed Application Form with E-Receipt Special Power of Attorney (1 original) | passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General |
| 5. Solo parents | Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy) | passport.gov.ph City/Municipal Social Welfare and Development Office |



| | | |
|-------------------------------------|--|--|
| | | |
| 6. Overseas Filipino Workers (OFWs) | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Overseas Worker Welfare Administration (OWWA) |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer |
| | Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy) | passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate |
| | Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy) | Maritime Industry Authority (MARINA) |
| | Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy) | Agency/Employer |
| 7. Exceptional and emergency cases | Printed Application Form through OPAS Approved written request by any of the following DFA officials: | onlineappform.pasport.gov.ph |



| | | |
|--|--|--|
| | 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original) | Written request from the applicant and approval from the Department of Foreign Affairs (DFA) |
|--|--|--|

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| CORE REQUIREMENTS | |
| Printed Application Form with E-Receipt | passport.gov.ph |
| PSA Birth Certificate or Report of Birth (1 original, 1 photocopy) | Philippine Statistics Authority (PSA) |
| Acceptable Valid Government ID (1 original, 1 photocopy) | Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID |
| ADDITIONAL REQUIREMENTS *on a case to case basis | |
| For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy) | PSA |
| For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy) | |
| For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy) | Bureau of Immigration (BI) Foreign Service Posts (FSPs) |
| For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy) | BI |
| For applicants with travel document: Affidavit of Explanation Original Travel Document (original) | FSPs |
| For applicants with lost travel document: Affidavit of Explanation and travel records (original) | Notary Public BI |
| If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy) | Local Civil Registry PSA |



| | |
|--|--|
| If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) | |
| If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) | PSA Notary Public |
| Old documents to establish identity: School Records Baptismal Certificate NBI Clearance | School Relevant Church NBI |
| CORE REQUIREMENTS FOR MINORS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph DFA |
| PSA Birth Certificate (1 original, 1 photocopy) | PSA |
| Passport or Valid Government ID of either parent (present original, 1 photocopy) | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| School ID (for 7 years old and above) | School |
| ADDITIONAL REQUIREMENTS FOR MINORS | |
| Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original) | PSA Notary Public |
| Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost |
| Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) | Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD |



| | |
|--|---|
| DSWD Clearance (present original, 1 photocopy) | |
| Adoption papers (present original, 1 photocopy) | Relevant Court |
| PSA certificate of foundling (present original, 1 photocopy) | PSA |
| Renewal Adult Applicants FOR MINOR APPLICANTS | |
| Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i> | passport.gov.ph |
| Current ePassport with photocopy of data page | DFA |
| Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy | DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). | School |
| ADDITIONAL REQUIREMENTS | |
| <i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID | Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID |
| <i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original) | FSP |
| <i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original) | Notary Public BI |
| <i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant | Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |



| | |
|--|---|
| *Some additional requirements stated above may be required to some applicants depending on their case. | Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court |
|--|---|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---------------------------|
| 1. Secure an appointment from zamboanga.rco@dfa.gov.ph | 1. To set an appointment | None | 1 to 2 days | CO Administrative Officer |
| 2. On the day of appointment, present the email appointment and fill out the Health Declaration Form | 2. Verify the appointment and issue/collect the HDF | None | 5 minutes | Information Officer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Fill-out and submit the passport application form in the front desk | 1. Receive the passport application form | None | 3 minutes | Information and Public Assistance Officer |
| 2. Submit the required documents to Front Desk Personnel for initial assessment and verification | 2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane | None | 2 minutes | Information and Public Assistance Officer |
| 3. Wait for the issuance of queueing number in the front desk | 3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to | None | 5 minutes | Information and Public Assistance Officer |



| | | | | |
|--|--|------|------------|--|
| | the Verification Section | | | |
| 4. Wait for the number to be called inside the processing area | 4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter | None | 15 minutes | <i>Verifier</i> |
| 5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor | 5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the | None | 15 minutes | <i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily. |



| | | | | |
|---|---|---|-----------|---------|
| | <p>release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p> | | | |
| 6. Pay the required fees at the Cashier | <p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p> | <p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p> | 5 minutes | Cashier |



| | | | | |
|---|---|---|-----------------------|----------------------------|
| <p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> | <p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> | None | 15 minutes | <i>Encoder</i> |
| <p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p> | <p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p> | None | 10 minutes | <i>Releasing Personnel</i> |
| Total | | <p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p> | 1 hour and 10 minutes | |



INTERNAL SERVICES



I. Application for Vacation or Sick Leave

| | | | | |
|--|---|--|------------------------|-------------------------------|
| Office or Division: | Consular Office- Bacolod | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C- Government to Citizens | | | |
| Who may avail: | DFA Personnel assigned at the Consular Office | | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | | |
| CORE REQUIREMENTS | | | | |
| Application for Leave (CS Form No. 6; Revised 1984) in duplicate | | Employee's personal file | | |
| ADDITIONAL REQUIREMENTS | | | | |
| If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities | | Administrative Officer Financial Analyst Property Officer Records Officer | | |
| If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate | | Hospital or Clinic | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the filled-out Application for Leave Form, in duplicate | 1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out | None | 5 minutes | <i>Administrative Officer</i> |
| 2. Wait for advice from the Administrative Officer on the approval of application for leave | 2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval | None | 3 days | <i>Administrative Officer</i> |



| | | | | |
|--------------|---|------|--------|--|
| | <p>2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval</p> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p> | | | |
| TOTAL | | None | 3 days | |

II. Issuance of Certificate of Employment

| | | | | |
|----------------------------------|-----------------------|---|------------------------|---------------------------|
| Office or Division: | | Consular Office- Bacolod | | |
| Classification: | | Complex (Multi-Stage) | | |
| Type of Transaction: | | G2C- Government to Citizens | | |
| Who may avail: | | DFA Personnel assigned at Consular Office | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CORE REQUIREMENTS | | | | |
| Request Letter | | Employee | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------|-------------------------------|
| 1. Submit the request letter to the Administrative Officer | 1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge | None | 3 days | <i>Administrative Officer</i> |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | <i>Communications Officer</i> |
| 2. Sign the receiving copy of the certificate | 3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | <i>Communications Officer</i> |
| TOTAL | | None | 20 days | |

III. Issuance of Certificate for Travel Abroad

| | |
|--|--|
| Office or Division: | Consular Office- Bacolod |
| Classification: | Complex (Multi-Stage) |
| Type of Transaction: | G2C- Government to Citizens |
| Who may avail: | DFA Personnel assigned at the Consular Office spending vacation leave abroad |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Approved Application for Leave Form | Employee's Personal File or Records Officer |
| Booking Ticket | Employee's Personal File |
| Certificate of Clearance from Accountabilities | Administrative Officer Financial Analyst Property Officer Records Officer |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|------------------------|
| 1. Submit the approved leave application form and booking ticket to the Administrative Officer | 1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge | None | 3 days | Administrative Officer |
| | 2. Transmit to DFA-HRMO and wait for arrival of the document through pouch | None | 16 days | Communications Officer |
| 2. Sign receiving copy of the certificate | 3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch | None | 1 day | Communications Officer |
| TOTAL | | None | 20 days | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-------------------------------------|--|
| <i>How to send feedback?</i> | Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section. |
| <i>How feedbacks are processed?</i> | <p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> |



| | |
|--|---|
| | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. |
| <i>How to file a complaint?</i> | <p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: oca.concerns@dfa.gov.ph, passportconcerns@dfa.gov.ph.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence |
| <i>How complaints are processed?</i> | <p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; oca.concerns@dfa.gov.ph; CO ZAMBOANGA - (062) 8991 4398; (062) 8991 2202; (062) 8991 7958; zamboanga.rco@dfa.gov.ph</p> |
| <i>Contact Information of OCA Divisions/Sections,</i> <i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape</i> | <p><i>Authentication Division:</i> 88344000 local 2106/2266; <i>Passport Division:</i> 86519400; <i>Courtesy Lane Section:</i> 86519417; <i>Consular Records Division:</i> 88367744; <i>Diplomatic and Official Passport Section:</i> 8651-9419; or <i>Visa Division:</i> 88367763</p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p> |



| | |
|------------------|--|
| Authority (ARTA) | |
|------------------|--|

LIST OF OFFICES AND CONTACT INFORMATION

| Office | Address | Contact Information |
|---|--|--|
| Department Legislative Liaison Unit | 2 nd Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, | Tel. No.: 8551 3126 Email: dllu@dfa.gov.ph |



| | | |
|---|---|--|
| | Pasay City | |
| Intelligence and Security Unit | Ground Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Tel. No.: 8831 8921 Email: isu@dfa.gov.ph |
| Office of Protocol | 6 th Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Tel. No.: 8831 8975 Email: op@dfa.gov.ph |
| Human Resources Management Office | 3 rd Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Tel. No.: 8832 3264 Email: hrmo@dfa.gov.ph |
| Office of Financial Management Services | 4 th Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Contact Info.: 834-4700 to 01 Email Add.: ofms@dfa.gov.ph |
| Office of the Undersecretary for Migrant Workers' Affairs | 3 rd Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Contact Info.: 8834-4996 Email Add.: oumwa@dfa.gov.ph |
| Office of Strategic Communications and Research | 6 th Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City | Contact Info: 8832-1508 Email Add.: opd@dfa.gov.ph |
| Office of Consular Affairs | ASEANA Business Park, Bradco Avenue corner Macapagal Boulevard, Brgy. Tambo, Parañaque City | For Passport Appointment Concerns: Contact Info: 8234 - 3488 For Passport, Authentication and other Consular Inquiries: Contact Info: 8651 - 9400 Client Concerns Unit Hotlines: 0977-353-3942(Globe) 0961-567-9324(Smart) <i>Mondays to Fridays (except holidays) 8:00AM to 5:00PM</i> Email Add: oca.concerns@dfa.gov.ph |
| CONSULAR OFFICE NCR Central | 1st Floor Lingkod Pinoy Center Robinsons Galleria | Contact No: (02)8631-0806, (02)8631-0700 Email: ncrcentral.so@dfa.gov.ph |



| | | |
|-----------------------------------|--|---|
| | West Lane Edsa cor. Ortigas Avenue, Pasig City | |
| CONSULAR OFFICE NCR East | 7th Floor SM Megamall Building C, EDSA cor. Julia Vargas Avenue Mandaluyong City | Contact No: (02)8234-2478, (02)8234-5062 Email: ncreast.so@dfa.gov.ph |
| CONSULAR OFFICE NCR North | 3rd Floor Lingkod Pinoy Center Robinsons Place 1, Quirino Highway, Novaliches, Quezon City | Contact No: (02)8372-7902 Email: ncrnovaliches.so@dfa.gov.ph |
| CONSULAR OFFICE NCR Northeast | Level 2 Ali Mall Araneta Center, Cubao, Quezon City | Contact No: (02)8293-0748, (02)8293-0105 Email: dfancrne.releasing@gmail.com ; dfancrne.processing@gmail.com ; dfancrne.authentication@gmail.com |
| CONSULAR OFFICE NCR South | 4th Floor Metro Alabang Town Center, Alabang Zapote Road, Muntinlupa City | Contact No: (02)8551-1051, (02)8550-2697 Email: dfancrsouth@gmail.com |
| CONSULAR OFFICE NCR West | 5th Floor SM City Manila Concepcion St. cor. Arroceros St. and San Marcelino St., Manila | Contact No: (02) 8536-9995, 09669469395 Email: ncrwest.so@dfa.gov.ph |
| CONSULAR OFFICE ANGELES | 3rd Floor Marquee Mall, Pulung Maragul, Angeles City, Pampanga | Contact No: (045)3040193, (045)4030195, 0922 497 4263 Email: angeles.rco@dfa.gov.ph |
| CONSULAR OFFICE ANTIPOLO | 3rd Floor SM Cherry Foodarama, Marikina-Infanta Highway, Antipolo City, Rizal | Contact No: (02)8242 4797 Email: info.coantipolo@gmail.com |
| CONSULAR OFFICE BACOLOD | 3rd Floor Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City | Contact No: (034)4412681, (034)441 2675 Email: bacolod.rco@dfa.gov.ph |
| CONSULAR OFFICE BAGUIO | Upper Basement SM City Baguio Luneta Hill, Upper Session Road, Baguio City | Contact No: (074)4221465 Email: baguio.rco@dfa.gov.ph ; rco_baguio@yahoo.com |
| CONSULAR OFFICE BUTUAN | 3rd Floor Robinsons Place Butuan, J.C. Aquino Ave., Butuan City | Contact No: (085)815 5571 Email: butuan.rco@dfa.gov.ph |
| CONSULAR OFFICE CAGAYAN DE ORO | 3rd Floor Centrio Mall, cor. Corrales and Recto Sts., Brgy. 24, Cagayan de Oro City | Contact No: (088)857 6565 Email: rco.cdo@gmail.com |
| CONSULAR OFFICE CALASIAO | 2nd Floor Robinsons Place Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan | Contact No: (075)6327892, (075)6327932 |



| | | |
|------------------------------------|--|--|
| | | Email: calasiao.rco@dfa.gov.ph ; rcocalasiao@yahoo.com |
| CONSULAR OFFICE CEBU | 4th Floor Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City | Contact No: (032)520 6551, (032)520 5898, (032)520 6193, (032)520 6550 Email: cebu.rco@dfa.gov.ph |
| CONSULAR OFFICE CLARIN / OZAMIS | Clarín Town Center, Clarín Misamis Occidental | Contact No: (088)530 5312 Email: clarin.co@dfa.gov.ph |
| CONSULAR OFFICE COTABATO | 3rd Floor Annex I Mall of ALNOR, Rosario Heights, Malagapas Sinsuat Avenue, Cotabato City | Contact No: 0936 338 5742 Email: rcocotabato@yahoo.com |
| CONSULAR OFFICE DASMARIÑAS | 2nd Floor, SM City Dasmariñas, Governor's Drive, Sampaloc 1, Dasmariñas, 4114 Cavite | Contact No: (045)424 1066, 0917 806 0446 Email: dfa.co.dasmarinas@gmail.com |
| CONSULAR OFFICE DAVAO | 3rd Floor SM City Davao, Quimpo Boulevard, Ecoland Subdivision, Brgy. Matina, Davao City | Contact No: (082)285 4885 Email: davao.rco@dfa.gov.ph |
| CONSULAR OFFICE DUMAGUETE | 2nd Floor Robinsons Place, South Road, Calindagan, Dumaguete City | Contact No: (035)532 0024, (035)532 0019, 0917 560 9192 Email: rcodumaguete@gmail.com |
| CONSULAR OFFICE GENERAL SANTOS | Ground Floor Robinsons Place General Santos, Jose Catolico Sr. Ave., Lagao, General Santos City | Contact No: (083)553 8380; (083) 554 2742 Email: gensan.rco@dfa.gov.ph |
| CONSULAR OFFICE ILOILO | 3rd Floor Robinsons Place Iloilo, Quezon Wing, Iloilo City | Contact No: (033)337 8017, (033)336 1737, (033)335 0221 Email: iloilo.rco@dfa.gov.ph |
| CONSULAR OFFICE LA UNION | 2nd Floor Manna Mall, Marcos Highway cor. Diversion Rd. Pagdaraoan, San Fernando City, La Union | Contact No: (072)6076510, 09178952322, 09498838422, (072)6076491 Email: launion.rco@dfa.gov.ph |
| CONSULAR OFFICE LEGAZPI | 3rd Floor Pacific Mall, F. Imperial St., cor. Circumferential Rd., Landco Business Park, Legazpi City | Contact No: (052)480 3000 Email: legazpi.rco@dfa.gov.ph ; dfa.colegazpi@gmail.com |
| CONSULAR OFFICE LIPA | 2nd Floor Robinsons Place Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City, Batangas | Contact No: (043)722 0578; Email: lipa.rco@dfa.gov.ph |



| | | |
|------------------------------------|--|--|
| CONSULAR OFFICE LUCENA | 3rd Floor Pacific Mall-Lucena, M.L. Tagarao St., Barangay III, Lucena City | Contact No: (042)710 4526, (042)373 1119 Email: lucena.rco@dfa.gov.ph ; dfarcolucena@gmail.com |
| CONSULAR OFFICE MALOLOS | 3F Malolos Central Transport Terminal and Commercial Hub by Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan | Contact No: (044)8167230, 0917 876 2847 Email: malolos.gc@gmail.com |
| CONSULAR OFFICE PAMPANGA | 2nd Floor Robinsons StarMills, San Fernando City, Pampanga | Contact No: (045)636 0007, (045)636 0010 Email: pampanga.rco@dfa.gov.ph info.copampanga@gmail.com |
| CONSULAR OFFICE PUERTO PRINCESA | 2nd Floor Robinsons Place Palawan, National Highway, Brgy. San Manuel, Puerto Princesa City, Palawan | Contact No: (048)434 1773, (048)723 0424 Email: puertoprincesa.rco@dfa.gov.ph ; dfarcopprincesa@gmail.com |
| CONSULAR OFFICE SAN NICOLAS | 2nd Floor Robinsons Place Ilocos, Barangay 1 San Francisco, San Nicolas, Ilocos Norte | Contact No: (077)7705541, 09088904211 Email: sannicolas.co@dfa.gov.ph |
| CONSULAR OFFICE SAN PABLO | 2nd Floor SM City San Pablo, Riverina Residential & Commercial Estates, Maharlika Highway, Brgy. San Rafael, San Pablo City, Laguna | Contact No: (049) 521 0246, (049) 300 9017 Email: sanpablo.co@dfa.gov.ph |
| CONSULAR OFFICE SANTIAGO | 3rd Floor Robinsons Place Santiago Maharlika Highway, Mabini, Santiago City, Isabela | Contact No: (078) 323 3704, 09178022014 Email: santiago.co@dfa.gov.ph |
| CONSULAR OFFICE TACLOBAN | 3rd Floor, Robinsons North Tacloban, Brgy 91 Abucay, Tacloban City | Contact No: (053) 832-0889 Email: tacloban.rco@dfa.gov.ph ; dfa_rcotac@yahoo.com |
| CONSULAR OFFICE TAGUM | 4th Floor GMall of Tagum, National Highway, Tagum City, Davao del Norte | Contact No: (084)216 9846; 0936 834 7303 Email: tagum.co@dfa.gov.ph |
| CONSULAR OFFICE TUGUEGARAO | Tuguegarao City Hall Regional Government Center, Carig Sur, Tuguegarao City, Cagayan | Contact No: (078)3770267, 09178961251 Email: tuguegarao.rco@dfa.gov.ph ; cotuguegarao@gmail.com |
| CONSULAR OFFICE ZAMBOANGA | 2nd & 3rd Floors, Go-Velayo Bldg. Veterans Ave. Zamboanga City, Zamboanga del Sur | Contact No: (062)991 4398, (062)991 2202, (062) 991 7958 |



| | | |
|--|--|---|
| | | Email: zamboanga.rco@dfa.gov.ph ; rcozambo@yahoo.com ; rcozamboang@yahoo.com |
|--|--|---|