



Department of Foreign Affairs

CITIZEN'S CHARTER

(2021 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.

V. 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 Requests from Foreign Services Posts and Consular Offices for Authority to Implement GAD Activities
Verification of Status of Personnel Who are Due for Promotion, Assignment or Possible Recipient of Awards in Relation to Pending Administrative Cases

Provision of Personnel Information Sheet/ Service Record and Other Documents from 201 File
Processing of Appeals on IPCRF Ratings
Verification of Personnel's Performance Ratings
Honorary Consuls Appointment
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
Office of the Undersecretary for Migrant Workers' Affairs (UMWA)
External Services
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 Public and Cultural Diplomacy (OPCD)
External Services
Receiving and Processing Media Interview Requests
Receiving, Processing, and Responding to Media Queries

Responding to Social Media Feedback: Assistance-to-National
Responding to Social Media Feedback: Consular Services
Media Accreditation
Responding to 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
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

VI. SERVICE MATRICES

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	Transmitting / conveying the position,	None	20 days	Legislative Liason Specialist (Senate / HoR)

comments on DFA-related bills and resolutions, treaties pending Congressional concurrence, and other acts of Congress, and the status of such measures/acts.	comments or recommendations of the DFA on certain legislative measures			
	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 dlu@dfa.gov.ph

DLLU's front desk also has client feedback forms for those who want to send in their comments.

How feedbacks are processed?	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 clearance for landing/overflight foreign aircrafts	None	20 Days	Defence Attache or Security/Protocol Officer of the requesting 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	None	20 Days	Defense Attaché or Security Officer of the Requesting

	transport/firearms clearance			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/Protocol Officer of the requesting diplomatic mission
2. DFA-ISU endorsement letter to National Telecommunications 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 (PHS) form,	DFA HRMO or Office of Protocol will provide to ISU the duly accomplished Personal History	None		Recruitment Officer of the HRMO or Protocol Officer of the Office of Protocol

NBI Clearance, Curriculum vitae of the applicants	Statement Form, NBI Clearance and Curriculum Vitae of the Applicants			
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

ISU's front desk also has client feedback forms for those who want to send in their comments.

How feedbacks are processed?

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 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.

Should an employee be the subject of a complaint they are subjected to the same disciplinary standards of the DFA.

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	Ceremonials			
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 required 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	Ceremonials			
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 *Request for assistance shall be made at least 2 weeks prior 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 necessary documents and items for the event. c) The Project Officer and assigned Protocol	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

	Officers shall assist in the implementation on 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
a) OPP shall inform OP of the schedule for the presentation of credentials b) OPP shall hold a coordination meeting to discuss the	a) OP shall contact the AEPs (with agrément) and the Secretary of Foreign Affairs (SFA) to confirm their availability for the said date	None	OP shall comply with the schedule set by OPP. *To give ample time for the involved Embassies to prepare the necessary materials, OP	<ul style="list-style-type: none"> • DFA Chief of Protocol (COP) • Director for Ceremonials Division • Protocol Officers

<p>program and movements</p> <p>c) Presentation of Credentials Ceremony</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>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</p>		<p>requests to be notified of the schedule at least 2 weeks prior the event.</p>	
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	of the event and the Chief of Protocol shall assist the SFA (or representative; DFA Undersecretary)			
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.	a) The Immunities and Privileges Division shall consolidate all returned plates and prepare an inventory list. b) Inventory list of all surrendered plates together with the physical plates shall be forwarded to	None	7 days	<ul style="list-style-type: none"> Director for Immunities and Privileges Desk Officer

	the DFA Central Records for transmittal to the Land Transportatio n Office (LTO) via courier for appropriate action.			
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 resident embassy in the Philippines. b) Upon verification, Immunities and Privileges Division shall	None	7 days	<ul style="list-style-type: none"> Director for Immunities and Privileges Desk Officer

	<p>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 listContact 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 by sending a Note Verbale or letter via email to op.div2@dfa.gov.ph or by sending a hard copy of the request to the Office. b) Client receives a copy of the endorsement or update on the status of the request 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		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
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	a) The Division Director shall assign a project officer who will oversee the protocol	None	OP shall comply with the timeline set by the lead office but requests notice at least 2	<ul style="list-style-type: none"> • Division Director • Protocol Officer/s

b) Send the requirements to OP	preparations for the event. b) OP shall assist in event implementation.		weeks prior the event.	
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, either by filling out the form at the Office or	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

<p>sending an email to op.div2@dfa.gov.ph.</p> <p>b) OP sends a copy of the endorsement to the client via email or client may request to have it picked up at the Office.</p>	<p>b) OP Ceremonials 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>			<ul style="list-style-type: none"> Protocol Officer to welcome
	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. For internal clients, they may fill out a form online via https://forms.gle/uoF2aDmF9AVyL2Aq7 .
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>	0	3 working days	Recruitment staff

	<p>Evaluates applications based on the required qualifications of the vacancies.</p> <p>If documents are in order and applicant meets 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.	0	1 day	Recruitment staff

3. Appears at HRMO-RSPD, signs in the attendance sheet and takes the examination.	3. Administers employment examination.	0	Home-based / Contractual – 1 day Contract of Service – 1 day	Recruitment staff
	4. Checks the examination, updates database, and informs applicant of the examination result. If passed, also informs applicant of schedule of HRMO interview.		5 working days	Recruitment staff
5. Appears at HRMO-RSPD	5. Interviews the applicant.	0	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.	0	3 working days	Recruitment staff
7. Appears at the hiring Office for the interview.	7. Interviews applicant and endorses interview result to HRMO.	0	10 working days	Hiring Office
	TOTAL	0	23 days (minimum)	

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	
First set (to be submitted within a week from the notice of hiring) <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;		Forms are downloadable at dfa.gov.ph	
Second set (under normal circumstances, to be submitted within 2 weeks from the notice of hiring) <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);			

<ul style="list-style-type: none"> • 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.	0	5 minutes	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.	0	1 day	Recruitment staff
3. Submits first and second set of requirements	3. Receives and reviews the documents.	0	15 minutes	Recruitment staff
	4. Prepares memorandum request to the Intelligence and Security Unit (ISU) for background check of the applicant. Attaches the PHS			Recruitment staff

	<p>and original NBI clearance to the memorandum.</p> <p>HRMO Director reviews and signs the memorandum. Documents are transmitted to ISU.</p> <p><i>ISU and National Intelligence Coordinating Agency (NICA) conduct background check. ISU transmits the result of to HRMO.</i></p> <p>Prepares Appointment Paper (in triplicate), Office Order 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 reviews and initials the</p>		<p>15 working days</p> <p>(ISU background check and preparation of Appointment Paper are processed in parallel)</p>	<p>HRMO Director</p> <p>ISU</p>
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	<p>memorandum and office order and sign the appointment papers.</p> <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>Recruitment staff</p> <p>HRMO-RSPD Director</p>
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				<p>HRMO Executive Director</p> <p>HRMO Assistant Secretary</p> <p>Communications Officer, OFMS Assistant Secretary, and Undersecretary for Administration</p>
	<p>5. <i>OSEC transmits the certified true copy of the signed and numbered</i></p>		N/A	OSEC Communications Officer

	<i>office order to HRMO.</i>			
	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.		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 personnel to the hiring office.	0	2.5 hours	Recruitment staff
	TOTAL	0	N/A	

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

Preparation of contracts of service

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		
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				
Clearance/certificate from a licensed psychologist/psychiatrist to attest psychological fitness				
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.		5 minutes	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		1 day	Recruitment staff

	the required forms.			
3. Submits documents on the above checklist/	3. Receives and reviews the documents.	0	15 minutes	Recruitment staff.
4. Signs contract of service.	<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.</p> <p>Documents are transmitted to ISU.</p>	0	<p>15 working days</p> <p>(background check and preparation of contract are processed in parallel)</p>	<p>Recruitment staff</p> <p>HRMO Director</p> <p>Recruitment staff</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).		N/A	HRMO-RSPD Director and HRMO Executive Director

	<p>HRMO-RSPD Director and Executive Director reviews and initials the memorandum.</p> <p>HRMO Assistant Secretary signs the memorandum.</p>			HRMO Assistant Secretary
	6. Contract is transmitted to hiring office, OFMS and UA for initials and signature.			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.	0	1 day	Recruitment staff
8. Appears in HRMO-RSPD and receives signed contract.	<p>8. Conducts orientation and provides the newly hired personnel a copy of the contract.</p> <p>Deploys the newly hired personnel to the hiring office.</p>	0	1 day	Recruitment staff

	TOTAL	0	N/A	
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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		
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 ● Two (2) duly accomplished Certificate of Assumption to Duty (CS Form No. 4 Revised 2018). 		Forms are provided by HRMO via email.	

Second set (within two weeks after submission of the first set of requirements)

- 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;
- **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		1 minute	Recruitment staff

	Rating Sheet with the recommendation to hire from the hiring office. Endorses application documents to HRMO-Selection Section for processing.			
	2. Consolidate candidates to be endorsed to the Personnel Selection Board (PSB) for deliberation. Prepares documents and presentation for PSB meeting.		30 days for a group of at most 100 applicants	Selection staff
	3. Prepares PSB Board resolution.		7 days (depending on the availability of the PSB members who will sign the Board resolution)	Selection staff
	4. Once PSB Board resolution is signed, prepares approval of candidates to be hired which will be signed by the Secretary of Foreign Affairs.		7 days (including the signing of the approval)	Selection staff
5. Receives notification on	5. Informs the applicant the	0	1 day	Selection staff

recommendation for hiring and list of documentary requirements	<p>recommendation for hiring and sends email containing the list of documentary requirements, the deadline for submission, and the soft copies of the required forms.</p> <p>Applicants are requested to submit first set of documentary requirements.</p> <p>Notifies candidates who are not recommended for hiring.</p>			Recruitment staff
6. Submits the first set of documentary requirements	6. Receives and reviews the documents.	0	14 days	
7. Submits the second set of documentary requirements indicated above.	7. Receives and reviews the documents.	0	Within 45 days	Selection staff
	8. Prepares appointment papers and transmittal memorandum to the Office of the Undersecretary		14 days (including preparation until receipt of signed appointment papers)	Selection staff

	<p>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 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>HRMO-RSPD Director</p> <p>HRMO Executive Director</p> <p>HRMO Assistant Secretary</p> <p>Communications Officer, Undersecretary for Administration</p>
9. Receives signed and approved appointment papers.	10. Transmits signed appointment papers and supporting documents to	0	7 days	Selection staff

	the Civil Service Commission for approval. Provides candidates with their signed and approved appointment papers		Within 14 days after receipt of validated appointment from CSC	
	TOTAL	0	N/A	

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:	Performance and Records Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Courts and Quasi-Judicial Bodies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Subpoena containing list of documents requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send subpoena	1. Receive subpoena from court/quasi-judicial body	None	One (1) working day	ACS Case Officer
	2. Secure copies of the requested documents; copy certified by concerned offices	None	Three (3) working days	ACS Case Officer
2. Receive Certified True Copy of requested documents	3. Send letter of compliance, certification, and Certified True Copy of requested	None	Two (2) working days	ACS Case Officer

	documents to court/quasi-judicial body			
	TOTAL	0	6 working 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) (1 original BL and 4 certified true copies for the household goods and personal effects) (1 original BL and 4 certified true copies for the vehicle)		Foreign Forwarder/Broker Recallee DFA- OAMSS-GRAD 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
<ol style="list-style-type: none"> 1. Certificate of Last Payment from Post 2. Travel Order from Post 3. Recall Order and Extension Order, if any 4. Certificate of Arrival (Shipment Section, BWD-HRMO) 5. Service Record (RIU-HRMO) 6. Post Clearance 	Post of Assignment
	Post of Assignment
	DFA- HRMO
	DFA- HRMO-BWD- Shipment Unit
	DFA- HRMO-RIU
	Post of Assignment
Affidavit for Shipment of Household Goods and Personal Effects Including Motor Vehicle Form DFA-HRM-B-10	DFA- HRMO-BWD- Shipment Unit

(4 certified true copies) or Affidavit for Shipment of Household Goods and Personal Effects DFA-HRM-B-11 (4 certified true copies)		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 (4 certified true copies)		DFA- HRMO-BWD- Shipment Unit DFA- OAMSS-GRAD DFA- HRMO-BWD- Shipment Unit 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	None	1 day	<i>BWD Shipment Unit</i> DFA-HRMO-BWD

	of Finance to be signed by the BWD Director		1 day	<i>Principal Assistant</i> DFA-HRMO-BWD
			1 day	<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 working 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:	Highly technical
Type of Transaction:	G2G
Who may avail:	Per Department Order No. 20-2018, 7.1-2, the following may avail the financial assistance from One Appeal Plan:

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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	15 minutes	<i>Clerk/Desk Officer/Secretariat, Wellness Unit, BWD-HRMO</i>
	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	1 day	<i>Clerk/Desk Officer/Secretariat, Wellness Unit, BWD-HRMO</i>
	3. Review Memo and put initial; return Memo to Desk Officer if with correction	None	1 day	<i>Principal Assistant, BWD-HRMO</i>
	4. Review Memo and puts initial; return Memo to Desk Officer if with correction	None	1 day	<i>Director, BWD-HRMO</i>
	5. Review Memo and puts initial; return Memo to Desk Officer if with correction	None	1 day	<i>Executive Director, HRMO</i>
	6. Approve and sign Memo; return Memo to Desk Officer if with correction.	None	1 day	<i>Assistant Secretary, HRMO</i>
	7. Forward the signed Memo to three (3) OAP Committee members for further approval of	None	1 day	<i>Clerk/Desk Officer/Secretariat, Wellness Unit, BWD-HRMO</i>

	the requested assistance			
	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	1 day	<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	1 day	<i>Special Disbursing Officer (SDO)/Bookkeeper, OFMS</i>
	11. Sign the DV and cheque	None	1 day	<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	1 day	<i>Clerk/Secretariat, BWD-HRMO</i>
	13. Sign the DV and cheque	None	1 day	<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	1 day	<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>
	TOTAL	0	16 days	

4. 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 documents in a folder.	None	1 day	DFA Day Care Teacher
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
	TOTAL	0	1 day	

5. 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 supporting documents for declared qualified dependents to BWD Health Unit	1. Evaluate and receive application	None	3 mins	Health Section Assistant
	2. Endorse the accomplished form and supporting documents to PhilHealth Field Office for processing	None	3 days	Health Section Assistant
	TOTAL	0	3 days	

6. 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	15 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	1 day	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 on behalf of the applicant with DOT-TIEZA.	None	1 day	TAS Action Officer 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	1 day	TAS Action Officer TAS Unit Head, for signature of RFQ
	2.4. Request for the issuance of temporary booking to the travel agency that	None	1 day	TAS Action Officer

	offers the most direct, economical and advantageous to the DFA personnel			
2. Receive, review and confirm tentative booking	3. Inform/forward to personnel the flight itinerary and request confirmation if acceptable.	None	15 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	1 day	TAS Action Officer TAS Head BWD-Acting Director
	5. Route the Transportation Order to the Department Chief Accountant for funding.	None	2 days	TAS Action Officer OFMS
	6. Route the Transportation Order to TAS for review and numbering, noted and approved by BWD-Acting Director.	None	15 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	15 minutes	TAS Action Officer
	8. Prepare and send to Post the Notice of Arrival of personnel.	None	15 minutes	TAS Action Officer TAS Unit Head for initial BWD Director/Principal Assistant

				HRMO Executive Director HRMO Assistant Secretary
	TOTAL	0	7 days	

7. Issuance of an Official Passport to a 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			Philippine Statistics Authority (PSA)	

(1 original, 1 CTC)				
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		
<ul style="list-style-type: none"> Two (2) Passport-size colored pictures 		Photo printing studio of their preference		
<ul style="list-style-type: none"> Results of Chest X-Ray (including x-ray film) 		Medical Clinic of their preference		
<ul style="list-style-type: none"> Results of Complete Blood Count (CBC) 		Medical Clinic of their preference		
<ul style="list-style-type: none"> Results of Urinalysis 		Medical Clinic of their preference		
<ul style="list-style-type: none"> Results of Fecalalysis 		Medical Clinic of their preference		
<ul style="list-style-type: none"> Results of Pregnancy Test for females 23 to 45 years old 		Medical Clinic of their preference		
<ul style="list-style-type: none"> 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
Submit complete requirements to Family Affairs Unit (FAU)	1. Receive and evaluate requirements	None	15 minutes	Clerk, FAU
	1.1 If requirements are complete, interview and orient the private staff	None	1 day	Clerk, FAU
	1.2 Draft endorsement for the issuance of official passport and note verbale, if needed	None	1 day	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
. Submit endorsement to OCA-DOPS, 3 rd floor, DFA ASEANA	2. Process application form and attach receipt	None	1 day	Clerk, OCA Diplomatic and Official Passports Section (OCA-DOPS)
. 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
. Submit validated official receipt to OCA-DOPS	4. Receive 2 nd copy of official receipt	None	10 minutes	Clerk, OCA-DOPS
	4.1 Capture biometrics of applicant	None	10 minutes	Clerk, OCA-DOPS
. Wait for release of official passport	6. Process data, Deliver passport to DOPS, Issue Note Verbale, if applicable	None	7 working days	Passport Processing Center at Batangas Clerk, OCA-DOPS
. Return to OCA-DOPS to get passport and Note Verbale, if applicable Note: Present official receipt with release date	7. Give passport and Note Verbale, if applicable	None	10 minutes	Clerk, OCA-DOPS
.	TOTAL	PHP 1,200	10 working days	

8. 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:	Highly technical
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: <ul style="list-style-type: none">Fax endorsement of the supervising Ambassador		Supervising Philippine Embassy		
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	15 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	15 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	15 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 Undersecretary for Administration	None	5 minutes	Outgoing communication officer of UP
	4. Sign the approval of leave	None	1 day	Undersecretary for Administration
	4.1 Forward approved leave to CORATEL	None	1 day	Outgoing communication officer of UA
	5. Send the approved/signed communication to the concerned Foreign Service Post	None	1 day	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	

9. 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	15 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	1 day	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	

10. 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	
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 Acceptance duly signed by Appropriate authorities (Malacañang, SFA or OUA) Notice of Salary Adjustment/Increment 		HRMO-Selection Section		
<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 (<i>If Applicable</i>) PSA/NSO Death Certificate of Deceased Sibling (<i>If Applicable</i>) 		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)		4 weeks	TLB staff / Payroll Unit Staff
	5.Request remaining requirements: a) Updated PIS b) Updated Service Record (RIU) c) Notice of Salary Adjustment d) Request BFSA Certificate		2 days	TLB staff
	6. Request for the Personnel Leave Computation Card		2 days	TLB Staff / Leave Section
	7. Reconcile the retirees' leave records. 7.1 Prepare the yearly summary of leave credits		1 day	
	8. Submit the completed Documents to OFMS for final evaluation		4 weeks	TLB staff / OFMS

	and computation for money value of TLB.			
	9. Once the initial TLB claim is processed by OFMS, notify the retiree of the release of the claim/cheque.		5 minutes	TLB staff
2. Receive TLB claim cheque	10. Release TLB claim cheque	0	5 minutes	OFMS - Cashier
	TOTAL	0	N/A	

11. 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:	Simple			
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, Fecalysis (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	None	1 day	Department Nurse

	Department Physician			
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	1 day	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	1 day	Department Nurse
	TOTAL	0	3 days	

12. 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
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	2 days	Fund Coordinator to Pag-IBIG
	TOTAL	0	2 days	

13. 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		2 working days	Desk Assistant

	Service Posts on the following year.			
	2. Checks all names and verifies eligibility for assignment.		3 working days	Desk Assistant
	3. Finalizes the list of vacancies in FSPs.		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.		5 working days	Desk Assistant
	5. Transmits the copy of the Recall Order to concerned personnel once signed by the Secretary.		1 working day	Desk Assistant
	6. Circulates the annual list of vacancies to all Offices, FSPs, and COs.		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	0	7 working days	Desk Assistant
	8. Submits shortlist of eligible and qualified		10 working days	Desk Assistant

	<p>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 said personnel to another FSP.</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>	
	<p>9. Drafts Assignment Orders (AOs) and submit the proposal to OSEC, through UA and OFMS for signature.</p>		<p>15 working days</p>	<p>Desk Assistant</p>

	<p>Undersecretary approves AO and endorses to the Secretary for signature.</p> <p>Secretary signs AO.</p>			<p>Undersecretary for Administration</p> <p>Secretary of Foreign Affairs</p>
10. Receives signed AO and starts processing clearance	<p>10. Serves signed AO to concerned personnel and provides a list of requirements for foreign assignment. Transmits signed AOs to concerned FSPs and COs.</p> <p>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</p>		1 working day	Desk Assistant

	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.		1 working day	
	TOTAL	0	N/A	

1. 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 submission of required documents.		2 days	HRMO-Local Hires Section
	2. Transmits the candidate's Personal History Statement (PHS) form to Intelligence and Security Unit (ISU) for records/background check.		2 days	HRMO-Local Hires Section
	3. Transmits the results of the records/background check to HRMO.		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.		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).		4 days	HRMO-Local Hires Section
	6. Approves the funding for Post's proposed total compensation package. OFMS affixes its initials and endorses the said Authority to UA.		14 days	OFMS Divisions: <ul style="list-style-type: none"> ● Planning ● Budget ● Executive Director ● Assistant Secretary
	7. Signs the Authority confirming the initial appointment of the local hire		3 days	Undersecretary for Administration
8. Receives signed authority to hire	8. Faxes signed authority to hire directly to Post by UA.		2 days	UA Communications Officer
	TOTAL	0	N/A	

15. Processing of Requests from Foreign Service 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:	Performance and Records Management Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	FSPs and COs			
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	1 Working Day	GAD Secretariat
	2. Review request for authority		1 Working Day	GAD Secretariat
2. Receive authority to conduct GAD activity/response to request	3. Send fax reply to FSP/CO	None	2 Working Days	GAD Secretariat
	TOTAL	0	4 working days	

16. Verification of Status of Personnel Who are Due for Promotion, Assignment or Possible Recipient of Awards in Relation to Pending Administrative Cases

The Administrative Compliance Section processes requests from the Selection, Placement and PRAISE sections of the Performance and Records Management Division (PRMD) in verifying whether or not personnel who are due for promotion, foreign assignment, or proposed to receive awards have pending administrative cases with the Board of Foreign Service Administration (BFSa).

Office or Division:	Performance and Records Management Division
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Selection, Placement and PRAISE Sections of PRMD

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for verification with matrix of names of personnel who are due for promotion, assignment or possible recipient of awards				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request via e-mail to ACS	1. Receive request 2. Verify from ACS matrix of pending cases with the BFSa	None	1 working day	ACS personnel
	TOTAL	0	1 day	

17. Provision of Personnel Information Sheet/ Service Record and Other Documents from 201 File

The Records Management Section process requests for the provision of Personnel Information Sheet (PIS) and Service Record of personnel and other documents from 201 file. 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:	Performance and Records Management Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All personnel of the Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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	1.1 Receive request for printed PIS/Service Record	None	1 working day	Records Management Section
	1.2 Prepare cover memo/fax and/or print requested PIS		1 working day	Records Management Section
2. Receive requested PIS/Service Record	2.1 Transmit PIS/Service Record with cover memo/fax or give PIS/Service Record to	None	1 working day	Records Management Section

	walk-in clients or send through email			
3. Receive requested documents (such as SALN, OO, Assumption of Duty, PDS, et al.) from 201 file	3.1 Give documents to walk-in clients or send through email the requested documents	None	3 working days	Records Management Section
	TOTAL	0	6 days	

18. 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:	Performance and Records Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All personnel of the Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Appeal should be formally made through a memorandum or fax attaching relevant 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	None	1 working day	Performance Management Section
	2. Send memo requesting comments of the rater regarding the appeal		1 working day	Performance Management Section
	3. Receive and evaluate comments and recommend intervention (dialogue between the ratee and the		3 working days	Performance Management Section

	rater, coaching, etc.)			
2. Implement intervention	1. Send memo to the appropriate office/individual to carry out the appropriate intervention (mediation, trainings, seminars, workshop, etc)	None	3 working days	Performance Management Section
3. Send report on outcome of intervention	4. Receive report on outcome of intervention and evaluate.	None	1 working day	Performance Management Section
	5. If the issue is resolved, prepare communication acknowledging efforts. If the issue remains unresolved, prepare and send a memo elevating the matter to the Performance Management Team.		3 working days	Performance Management Section
	TOTAL	0	12 days	

19. Verification of Personnel's Performance Ratings

The Performance Management Section processes requests from the Selection, Placement, and PRAISE sections in providing personnel's performance ratings. The performance ratings are used as bases for relevant personnel actions such as promotion, staffing for foreign assignment, grant of Presidential-level and Department-level awards, grant of performance-based bonus (PBB), among others.

Office or Division:	Performance and Records Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Selection, Placement, PRAISE, Learning and Development Sections, and OFMS through Records Management Section			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for verification with matrix of names of personnel				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request	Receive request	None	1 working day	Performance Management Section
	Update matrix provided by the requesting office		2 working days	Performance Management Section
	TOTAL	0	3 days	

20. Honorary Consuls Appointment

The Honorary Consuls Unit provides administrative and logistical support to the operations of the entire Philippine honorary consular system, relating to the establishment of Consular Posts headed by Philippine Honorary Consular Officers.

Office or Division:	HRMO – HONORARY CONSULS AND SERVICE ATTACHES DIVISION			
Classification:	Highly-Technical			
Type of Transaction:	G2G			
Who may avail:	Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

Official Recommendation from Foreign Service Post for Appointment of Honorary Consul		Philippine Embassies/Philippine Consulates General abroad		
Personal Data Sheet / Resumé of the candidate		Country of origin		
Original Police Clearance		Country of origin		
Authenticated copies of ITR for the last three (3) years)		Country of origin		
FSP's guarantee of financial capacity in lieu of SALN		Country of origin		
Certification of Permanent Residency		Country of origin		
Proof of Nationality		Country of origin		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prospective applicant/s submits letter of intent for Honorary Consul position to Philippine Embassies/Philippine Consulates General abroad	FSPs (PEs & PCGs) receive and officially recommend to DFA the appointment of the candidate as honorary consul after careful evaluation of the qualifications	NONE	20 days (minimum)	FSP's Consul, Vice-Consul, AO)
FSPs submit the following: official recommendation and documentary requirements mentioned above	DFA receives the official documents from FSPs for vetting	NONE	3 days	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I HCSAD Healy Mareh Reyes Contract of Service HCSAD
	HRMO-HCSAD submits to vetting offices the recommendation of FSPs (to OUIER, OUMWA, Geographic Offices, OFMS, ISU)	NONE	3 days	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I HCSAD

				Healy Reyes Contract of Service - HCSAD
	Vetting offices reply to recommendation / application for honorary consul position	NONE	14 days	Officer / Staff in charge of the matter for OUIER, OUMWA, Geographic Office (OAA, ASPAC, OEA, OMEAA, O FMS, ISU)
	HRMO-HCSAD submits to Office of the Secretary through OUA/Geographic Office the appointment papers for approval and signature	NONE	14 days	Officer & Staff OUA, Geographic Office, OSEC
	OSEC returns the signed appointment papers to HRMO-HCSAD	NONE	2 days	Staff Office of the Secretary (OSEC)
	HRMO-HCSAD prepares and transmits the signed appointment documents to FSP concerned via diplomatic pouch	NONE	7 days	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I HCSAD Healy Reyes Contract of Service - HCSAD
	HRMO-HCSAD forward to OAMSS the Purchase Request for property materials for honorary consul's office such as:	NONE	1 day	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I

	consular dry seal, consular wet seal consular rubber seal consular rubber stamps Philippine flag (indoor) Philippine flag (outdoor) Philippine flag (desk)			HCSAD Healy Reyes Contract of Service - HCSAD
	OAMSS (Property Division) processes the purchase request	NONE	90 days	Bernie Arroyo – Contractual Property and Procurement Section
FSPs forward to DFA the ID Application form of honorary consul	HRMO-HCSAD receives and processes the ID of the appointed honorary consular officer	NONE	7 days	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I HCSAD Healy Reyes Contract of Service - HCSAD
HRMO-HCSAD submits to Time Monitoring Section (TMS) the ID Application Form of honorary consul	TMS receives the ID application form	NONE	15 minutes	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I HCSAD Healy Reyes

				Contract of Service - HCSAD
	TMS processes the ID of honorary consul	NONE	1 day	Valerie Danganan – Contractual Time Monitoring Section Benefits and Welfare Division
	HRMO-HCSAD receives the ID of honorary consul and process the transmittal of the ID to FSP	NONE	1 day	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I HCSAD Healy Reyes Contract of Service - HCSAD
	HRMO-HCSAD transmits the ID to FSP via diplomatic pouch <ul style="list-style-type: none"> Pouch bound for FSPs is sent on a weekly basis 	NONE	7 days	Staff Outgoing Pouch Central Records
FSPs transmit to DFA the <i>Exequatur</i> of appointed honorary consul once available	HRMO-HCSAD receives the <i>Exequatur</i> of the appointed honorary consul from the host government	NONE	N/A * approval in the form of <i>Exequatur</i> depends on the host government	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I HCSAD Healy Reyes

				Contract of Service - HCSAD
Other Government entities (Congress of the Philippines, Senate of the Philippines) – forwards to DFA recommendations for honorary consul appointment of a particular person	DFA receives the letter of recommendation and responds by sending letter of acknowledgement	NONE	3 days	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I HCSAD Healy Reyes Contract of Service - HCSAD
	HRMO-HCSAD forwards to FSPs the recommendation for comments	NONE	3 days	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I HCSAD Healy Reyes Contract of Service - HCSAD
FSPs transmit comments for the application for honorary consul	If approved by FSPS, HRMO-HCSAD processes following the same procedure for appointment	NONE	90 days	Catherine Perez FSSO III HCSAD Allan Tangayan FSSE I HCSAD Healy Reyes

				Contract of Service - HCSAD
	TOTAL	0	N/A	

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.
How complaints are processed?	Complaints can be sent via email to hrmo@dfa.gov.ph 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)	BAC Secretariat

(1 photocopy)		
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 submission from end-user if the audit examiner is not present	N/A	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		2 days	<i>Audit Examiner</i> FECS

¹ Processing Time depends on volume and complexity of transaction.

prepare the corresponding schedule of computation and contents of the requirements

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

10 minutes

Audit Examiner
FECS

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

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

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

10 minutes

Audit Examiner
FECS

Audit Reviewer
FRMD

1.9. FRMD-Director signs the DV

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

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	15 minutes	Cash Unit
1.12. Checks completeness of signatories on DV and ORS	45 minutes	Cash Unit
1.13. Groom the arrangement of documents	240 minutes	Cash Unit
1.14. Segregate for recording, printing, and review for issuance of LDDAP-ADA per signatories	45 minutes	Cash Unit
1.15. Encode or Record in the Logbook (electronic receiving copies)	165 minutes	
1.16. Prepare, print and review the LDDAP-ADA	90 minutes	
1.17. Submit to authorized signatories LDDAP-ADA	1 day	

	1.18. Upon receipt of ADA, sort, assign and stamp control data and number. Prepare and Review SLIIAE	180 minutes	
	1.19. Route the SLIIAE for signature Department Chief Accountant and OFMS-ASEC	60 minutes	
	1.20. Submit the SLIIAE and LDDAP-ADA to the Government Servicing Bank	60 minutes	
	1.21. Retrieves from the file to update the CkADARec	60 minutes	
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).

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
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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	1 day	<i>Audit Examiner Financial Evaluation and Control Section (FECS) or Records Clerk FECS-FRMD</i>
	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		5 days	<i>Audit Examiner FECS</i>
	1.3. Examiner submits the pre-audited transaction to the reviewer		5 minutes	<i>Audit Examiner FECS</i>
	1.4. Reviewer verifies the computation and checks the attached documentary requirements		1 day	<i>Audit Reviewer FECS</i>
	1.5. Reviewer submits the pre-audited transaction to Disbursing Unit		5 minutes	<i>Audit Reviewer FECS</i>
	1.6. Disbursing Unit Assistant prepares the		1 day	<i>Assistant</i>

² Processing Time depends on volume and complexity of transaction.

Disbursement Voucher (DV) and the DV System automatically assigns DV Number and DV Date and barcode for i-track monitoring		Disbursing Unit – FRMD
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1.7. Disbursing Unit Assistant submits the DV and attachments to the examiner for review and indexing	10 minutes	<i>Assistant Disbursing Unit – FRMD</i>
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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	15 minutes	<i>Audit Examiner FECS</i> <i>Audit Reviewer FRMD</i>
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1.9. FRMD-Director signs the DV	60 minutes	<i>FRMD Director</i>
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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	<i>Records Clerk FECS-FRMD</i>
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Total for Financial Evaluation and Control Section and Disbursing Unit	7 days	
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End User Office signs the Box A of the Disbursement Voucher	3 days (paused-clock)	
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**Budget Division for Posting of Balances
Home Office Accounting**

LDDAP ADA

1.11. Receives DV, ORS, and supporting documents	15 minutes	Cash Unit
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1.12. Checks completeness of signatories on DV and ORS	45 minutes	Cash Unit
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1.13. Groom the arrangement of documents	1 day	Cash Unit
1.14. Segregate for recording, printing and review for issuance of LDDAP-ADA per signatories	45 minutes	Cash Unit
1.15. Encode or Record in the Logbook (electronic receiving copies)	165 minutes	Cash Unit
1.16. Prepare, print and review the LDDAP-ADA	90 minutes	Cash Unit
1.17. Submit to authorized signatories LDDAP-ADA	1 day	Cash Unit
1.18. Upon receipt of ADA, sort, assign and stamp control data and number. Prepare and Review SLIAE	180 minutes	Cash Unit
1.19. Route the SLIAE for signature Department Chief Accountant and OFMS-ASEC	60 minutes	Cash Unit
1.20. Submit the SLIAE and LDDAP-ADA to the Government Servicing Bank	60 minutes	Cash Unit
1.21. Retrieves from the file to update the CkADARec	60 minutes	Cash Unit
Total for Cash Unit Issuance of Check	3 days	
1.11. Receives DV, ORS, and supporting documents	15 minutes	Cash Unit
1.12. Checks completeness of signatories on DV and ORS	30 minutes	Cash Unit

	1.13. Groom the arrangements of documents	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	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	<i>Head</i> Cash Unit <i>FRMD Director</i>
	1.20. Submit the Disc to the Government Servicing Bank	1 day	Cash Unit
	Total Cash Unit	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 N/A

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	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		2 days	<i>Audit Examiner</i> FECS
	1.3. Examiner submits the pre-		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

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

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

10 minutes

Audit Examiner
FECS

Audit Reviewer
FRMD

1.9. FRMD-Director
signs the DV

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**

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

15 minutes

Cash Unit

1.12. Checks
completeness of
signatories on DV
and ORS

30 minutes

Cash Unit

1.13. Groom the
arrangements of
documents

1 day

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

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	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,	Contact Info.: 834-4700 to 01 Email Add.: ofms@dfa.gov.ph

Roxas Boulevard,
Pasay City

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;		<ul style="list-style-type: none">• PSA (NSO)	
<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	<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	<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</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer

	<p>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 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	None	Communications shall be drafted within	Case Officer Supervisors

	official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.		three working days	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.

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.	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 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>2.5. concerned parties. 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 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	None	Continuous monitoring until the case is closed	Case Officer

	necessary action, as needed.			
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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	<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	<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</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer

	<p>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 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	None	For urgent cases, communication	Case Officer Supervisors

	3.2.	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.		s shall be drafted within the day For non-urgent cases, communication s shall be drafted within three working days	Communication s 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. ATN Funding	5.1. 5.2.	In some cases, FSP will request ATN funding to cover the cost of the repatriation of the OF. The case officer shall process its approval.	None	For urgent cases, case officer shall start processing the funding within the day For non-urgent cases, case officer shall start processing the	Case Officer Supervisors UMWA Budget Division Finance Officer Approving Authority

			funding within three days	
6. Receipt of the flight details	<p>6.1. Upon receipt of the flight details of the arrival of the OF, the case officer shall endorse it to OWWA-RAD, and in some cases to DSWD, for appropriate airport assistance.</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 arrival date	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	<p>8.1. On some meritorious cases, OUMWA extends assistance for the purchase of airfare ticket for the repatriate's provincial connecting flight.</p> <p>8.2. The case officer shall coordinate with the accredited</p>	None	Immediate upon arrival of the repatriate	Case Officer Travel Coordinator Officer

		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"> OUMWA Reception Counter (DFA, 3rd floor)

<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"> 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 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	None	20 Minutes	Receptionist

	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 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</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer

	<p>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 case officer shall contact and inform the client on the updates of the case.</p>	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</p>	Case Officer

			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	<p>Case Officer</p> <p>Supervisor</p>
8. Connecting flights	8.1. On some meritorious cases, OUMWA	None	Immediate upon arrival of the repatriate	Case Officer

	<p>extends assistance for the purchase 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>			Travel Coordinator Officer
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.

5. 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 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 required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer

	<p>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 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	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. ATN Funding	5.1. In some cases, FSP will request ATN funding to cover the cost of the medical repatriation of the OF. 5.2. The case officer shall process its approval.	None	For urgent cases, case officer shall start processing the funding within the day For non-urgent cases, case officer shall start processing the funding within three days	Case Officer Supervisors UMWA Budget Division 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	None	Immediate upon receipt of the flight details	Case Officer

	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. 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 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.			
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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: <ul style="list-style-type: none"> Contact person abroad and his/her contact details Authorization Letter (If requested by FSPs). 		<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	None	20 Minutes	Receptionist

	<p>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 request the client to provide additional documents that may be required to facilitate the</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer

	<p>2.4. request for assistance. 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 Foreign Service Post and/or other concerned government agencies.</p> <p>3.2. If documented, the case officer shall</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>

	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	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. ATN Funding	5.1. In some cases, FSP will request ATN funding to cover the cost of the medical repatriation of the OF. 5.2. The case officer shall process its approval.	None	For urgent cases, case officer shall start processing the funding within the day For non-urgent cases, case officer shall start processing the funding within three days	Case Officer Supervisors UMWA Budget Division Finance Officer Approving Authority
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 		<ul style="list-style-type: none"> • OUMWA Reception Counter (DFA, 3rd floor) 		
<ul style="list-style-type: none"> • Employment contract 				
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	None	20 Minutes	Receptionist

	1.4.	follow-up slip and a Client 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 case officer shall inform the client of updates based on Post's report			

	<p>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 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	4.1. Upon receiving feedback from FSP and other	None	For urgent cases, case officer shall inform NOK or other interested	Case Officer

	concerned agencies, the case officer shall contact and inform the client on the updates of the case.		<p>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>	
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	<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	<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</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer

	<p>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 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	None	For urgent cases, communication	Case Officer Supervisors

	official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.		s shall be drafted within the day For non-urgent cases, communication s shall be drafted within three working days	Communication s 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
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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. 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 case officer shall inform the client of updates based on Post's report and information			

	<p>2.5. obtained from other concerned parties. 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. 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	1.1. The walk-in client shall register his personal information in the ATN Walk-in-Client Monitoring Sheet.	None	20 Minutes	Receptionist
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	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			

3. Visa endorsement	3.1.	contact details to the client.	None	30 minutes for the Certification	Case Officer Supervisors Administrative Officer
		Visa referral depends upon the country of destination. Case officers may:			
	○	Issue a Certification stating the case of the OF and the reason for the compassionate visit;		For letter and memo: For urgent cases, within the day For non-urgent cases, within three days	
	○	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.			

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
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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	None	20 Minutes	Receptionist	

	<p>1.3. shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.4. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form. 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 required to facilitate the</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer

	<p>2.4. request for assistance. 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 Foreign Service Post and/or other concerned government agencies.	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	None	For urgent cases, case officer shall	Case Officer

	FSP and other concerned agencies, the case officer shall contact and inform the client on the updates of the case.		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	
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	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 explain to the client the general actions to be undertaken by the Office and Post on the request.</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer

	<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 details to the client.</p>			
3. Case transmittal	3.1. The case officer shall draft an official communication referring the case to other concerned	None	For urgent cases, communications shall be drafted within the day	Case Officer Supervisors Communications Officer

	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	<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	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

	<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 the Client Feedback Form and deposit it in the Client Feedback Box.</p> <p>2.6. The case officer shall provide his contact</p>			
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	details to the client.			
3. Case transmittal	3.1. The case officer shall draft an official communication referring the case to 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 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)
<ul style="list-style-type: none"> • Death Certificate 		<ul style="list-style-type: none"> • PSA (NSO)
<ul style="list-style-type: none"> • POEA Balik Manggagawa Information Sheet 		<ul style="list-style-type: none"> • POEA
<ul style="list-style-type: none"> • OWWA Membership Verification Sheet 		<ul style="list-style-type: none"> • OWWA
<ul style="list-style-type: none"> • Other requirements FSPs may require (i.e., SPA, affidavit, application forms, letter requests) 		
If OFW is Single:		
<ul style="list-style-type: none"> • Birth Certificate of OFW 		<ul style="list-style-type: none"> • PSA (NSO)
<ul style="list-style-type: none"> • CENOMAR of the deceased OFW 		<ul style="list-style-type: none"> • POEA
<ul style="list-style-type: none"> • Marriage Contract of parents 		<ul style="list-style-type: none"> • PSA (NSO)
<ul style="list-style-type: none"> • Death Certificate of deceased parents 		<ul style="list-style-type: none"> • PSA (NSO)
<ul style="list-style-type: none"> • Two (2) valid IDs of each parent 		<ul style="list-style-type: none"> • Government Issued
<ul style="list-style-type: none"> • Birth Certificate of illegitimate child/children <ul style="list-style-type: none"> ○ If both parents are deceased, Birth Certificate of all siblings 		<ul style="list-style-type: none"> • PSA (NSO)
If OFW is Married:		
<ul style="list-style-type: none"> • Certificate of Advisory of Marriage 		<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"> • Birth Certificate of all children (legitimate and illegitimate) 		<ul style="list-style-type: none"> • PSA (NSO)
<ul style="list-style-type: none"> • Marriage Contract for female children 		<ul style="list-style-type: none"> • PSA (NSO)
<ul style="list-style-type: none"> • Two (2) valid IDs of wife; 		<ul style="list-style-type: none"> • Government Issued

<ul style="list-style-type: none"> Two (2) valid IDs of all children 		<ul style="list-style-type: none"> Government Issued 		
If requesting for bank transfer of benefits:				
<ul style="list-style-type: none"> Photocopy with signature of Bank Passbook 		<ul style="list-style-type: none"> ATN Client 		
<ul style="list-style-type: none"> Documents containing readable account number, bank branch, account name and signature of claimant 		<ul style="list-style-type: none"> 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	<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 concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form and</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer
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	<p>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>30For 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 the client on the updates of the case.</p>	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. For bank transfer	<p>5.1. The case officer shall submit all documentary requirements to the Supervisor and to the</p>	None	<p>Endorsement to the bank – within a week</p> <p>Bank transfer:</p> <p>For bank accounts in</p>	Case Officer

	<p>Undersecretar y for approval and signature.</p> <p>5.2. Upon approval of the Undersecretar y, 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>		<p>Metro Manila – within 7 to 10 working days</p> <p>For rural bank accounts in the provinces – within a month</p>	
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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"> • OUMWA Reception Counter (DFA, 3rd floor) 	

<ul style="list-style-type: none"> ○ The person requesting must be a family member of the deceased OF 					
<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 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 ask the client to accomplish the Client Feedback Form and deposit it in the Client</p>		the nature of the case	
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	2.6.	Feedback Box. The case officer shall provide his contact details to the client.			
3. Case transmittal	3.1.	OUMWA shall receive a notification from the FSP regarding the OF's benefits deposited to OUMWA's account.	None	Within three days	Case Officer Supervisors Communication s Officer
	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.			
4. Providing updates to clients	4.1.	a. OUMWA shall receive a notification from the FSP regarding the OF's benefits deposited to OUMWA's account.	None	Within three days upon receipt of the notification	Case Officer
	4.2.	Upon receiving feedback from FSP, case officer shall forward to the bank the received fax confirmation from FSP to verify the said deposit.			

	4.3. 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	<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.

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. 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,	None	20 Minutes	Receptionist

	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 the client of updates based on Post's report and information obtained from other concerned parties.</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer

	<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 Foreign Service Post and/or other concerned government agencies.	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

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
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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). 		<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 personal information in	None	20 Minutes	Receptionist

from walk-in clients	<p>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 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</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer

	<p>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	<p>3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other</p>	None	<p>For urgent cases, communications shall be drafted within the day</p> <p>For non-urgent cases,</p>	<p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p>

	concerned government agencies.		communications shall be drafted within three working days	
4. Provision of LAF	<p>4.1. In some cases, Post will request Legal Assistance Funding for the retainer fee lawyers handling the case of detained OFs.</p> <p>4.2. Case officers shall process the funding, subject to the approval of the Undersecretary.</p>	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	<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
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?	<p>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.</p> <p>Contact Info.: 8834-4996</p> <p>Email Add.: oumwa@dfa.gov.ph</p>
How feedback is processed?	<p>Every month, two designated personnel opens and compiles all returned Client Feedback Forms. The same personnel shall encode and tabulate all accomplished forms.</p> <p>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.</p>
How to file a complaint?	<p>Complaint may be stated in the Client Feedback Form or raised during the interview.</p> <p>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).</p> <p>For similar concerns:</p> <p>Contact Info.: 8834-4996</p> <p>Email Add.: oumwa@dfa.gov.ph</p>
How complaints are processed?	<p>Complaints are received either through Client Feedback Form or from external government agencies.</p> <p>Upon receipt, it is reported to the supervising officer for evaluation and appropriate action.</p>

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

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

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 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 PUBLIC AND CULTURAL DIPLOMACY

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		Requesting Party		
Company Profile		Requesting Party		
CV/Background of Interviewer		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Requesting Party sends a letter of request to interview the Secretary of Foreign Affairs, other DFA Officials, or the President.</p>	<p>1.1 OPCD acknowledges receipt of the request; check whether all necessary details to assess interview requests have been provided. If not, the requesting party are requested through official communication to provide required information, such as:</p> <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 • Preferred date and time of interview • Transcript or copies of prior interviews conducted • Information on prior interviewees <p>1.2 OPCD will evaluate the interview request prior to making a recommendation or endorsement to the PH/DFA Official.</p>	<p>None</p>	<p>1 Working Day</p>	<p><i>Strategic Communications Division Director or other Division 2 personnel, as assigned by the Director</i></p>
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2.	OPCD requests/ receives all inputs for the media interview request from relevant DFA offices or FSPs, and packages them into a briefing paper for the interview.	None	5 Working Days	<i>Strategic Communications Division Director or other Division 2 personnel, as assigned by the Director</i>
3.	OPCD prepares the appropriate Memorandum: Memo for the Secretary (MFS) or Memo for the President (MFP), when applicable, regarding the interview request.	None	1 Working Day	<i>Strategic Communications Division 2 personnel</i>
4.	Awaits response from OSEC/PCOO	None	5 Working Days	<i>Strategic Communications Division Director or other Division 2 personnel, as assigned by the Director</i>
5.	Requesting party is notified of the acceptance or refusal of its request for an interview.	None	1 Working Day	<i>Strategic Communications Division Director or other Division 2 personnel, as assigned by the Director</i>
6.	OPCD coordinates with relevant offices on the logistics and internal coverage required, if any.		1 Working Day	<i>Strategic Communications Division Director or other Division 2 personnel, as assigned by the Director</i>
	TOTAL	0	14 days	

B. Receiving, Processing, and Responding to Media Queries

Office or Division:	Media and Public Affairs Division (Division 1)			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Members of the DFA Press Corps (local and foreign media)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Requesting party sends a media query to the DFA Press Corps Whatsapp group	1.1 OPCD acknowledges and responds to the query	None	1 day	<i>Assistant Secretary or Head of Office</i> OPCD
	1.2. For requests for DFA's statement and/ comments on a complex issue:		5 working days	
	i. OPCD coordinates with and sends Memo to the concerned geographic office or other Home Office Units for media lines/ statements			<i>Media and Public Affairs Division Director or other Division 1 Officer, as assigned by the Director</i>
	ii. OPCD clears proposed media lines/ statement with the Office of the Secretary			<i>Media and Public Affairs Division Director or other Division 1 Officer, as</i>
	iii. OPCD provides response to the			

	concerned media outfit and or issues an official statement through its Website or the Official Social Media Accounts			<i>assigned by the Director</i> <i>Assistant Secretary or Head of Office or Media and Public Affairs Division Director or other Division 1 Officer, as assigned by the Director</i>
	TOTAL	0	6 days	

C. 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		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8. Requesting party logs in assistance-to-nationals queries or other related concerns through official DFA social media accounts: facebook.com/dfaphl; twitter.com/dfaphl; or instagram.com/dfaphl	1.2 OPCD replies to queries or concerns through official DFA social media accounts; 1.2. For special ATN concerns needing intervention of FSPs or OUMWA: i. OPCD requests for specific details such as name of the OFW requesting	None	3 days	<i>Social Media Client Feedback Team, Div 1 OPCD</i> <i>Social Media Client Feedback Team and Media and Public Affairs Division Director or other Division 1 officers, as assigned by the Director</i>

	<p>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, and its contact number; passport number of requesting party, if available.</p> <p>ii. OPCD also requests narration of the for first-hand experience regarding the issue or concern, compiles the details of the case, and endorses it to OUMWA through a Memo.</p>			
	TOTAL	0	3 days	

D. 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

<p>1. Requesting party logs in consular assistance concern or other consular-related concerns through the official DFA social media accounts: facebook.com/dfaphl; twitter.com/dfaphl; or instagram.com/dfaphl</p>	<p>1.1 OPCD replies to queries or concerns through official DFA social media accounts</p> <p>1.2 For special cases on passport concerns,</p> <p>i. OPCD requests for details such as Applicant's Full Name, Date of Appointment, Consular Office, Contact Number, Email Address, and other details regarding the case;</p> <p>ii. OPCD forwards query to OCA for the concern to be addressed.</p>	<p>None</p>	<p>3 days</p>	<p><i>Social Media Client Feedback Team, Div 1 OPCD</i></p> <p><i>Social Media Client Feedback Team and Media and Public Affairs Division Director or other</i></p> <p>Division 1 officers, as assigned by the Director</p>
	<p>TOTAL</p>	<p>0</p>	<p>3 days</p>	

E. 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. Requesting Party applies, complies with, and submits Media Accreditation Requirements	1.1 Assess if application and requirements are fully complied with. 1.2 Endorses application to the Assistant Secretary or Head of Office for approval. 1.3 Approves or Disapproves the application and returns application to the Clerk/ Staff. 1.4 Media and Public Affairs Staff informs the applicant of the approval or disapproval of his/her request for accreditation.	None	1 day	<i>Media and Public Affairs Clerk/ Staff</i> Division 1, OPCD <i>Media and Public Affairs Director</i> Division 1, OPCD <i>Assistant Secretary or Head of Office</i> OPCD <i>Media and Public Affairs Clerk/ Staff</i> Division 1, OPCD
	TOTAL	0	1 day	

F. Responding to Freedom of Information (FOI) 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; Lodge request via e-portal		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, and COs.	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	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 and COs are to be received by the designated officer of

<p>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;</p> <p>1.2. The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information;</p> <p>1.3. The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI application request, and a copy of a duly recognized government ID with photo and signature of the requesting party.</p>	<p>position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party;</p> <p>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</p> <p>1.2 In case the requesting party is unable to make a written 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, or COs, where the request is submitted, shall reduce it in writing.</p>			<p>such office for immediate onward transmittal to the FRO in the Home Office.</p>
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	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.			FOI Receiving Officer (FOI). Division 2
	3. OPCD drafts and sends an acknowledgment of the request along with a request for other details, if necessary, once cleared by OPCD Assistant Secretary or Head of Office			FOI Receiving Officer (FOI). Division 2
	4. OPCD follows the DFA FOI Manual in handling the FOI Request.			FOI Receiving Officer (FOI). Division 2
	TOTAL	0	15 days; 35 days if extended	

FEEDBACK AND COMPLAINTS MECHANISM

How to send a feedback	Send an email to opcd@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 opcd@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	<p>ARTA: complaints@arta.gov.ph</p> <p>1-ARTA (2782)</p> <p>PCC: 8888</p> <p>CCB: 0908-861-6565</p>

Office	Address	Contact Information
Office of Public and Cultural Diplomacy	6 th Fl., Office of Public and Cultural Diplomacy, Department of Foreign Affairs Bldg., Pasay City	Hotline Number +63 2 8 832-1508 opcd@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 Counter
Confirmed Appointment	DFA Website

Representative

Authorization Letter	Document Owner
Notarized Special Power of Attorney (for minors)	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)	SSS, GSIS, LTO, COMELEC, PRC, DFA, etc.
Authentication Application Form	DFA Website, Authentication Counter

Confirmed Appointment**DFA Website****Other requirements (depending on the document for Authentication)**

1. NBI Clearance/Sundry

- Original document issued by the NBI with dry seal

National Bureau of Investigation

Note: Personal copy is not valid.

2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records

- Original document issued by PSA/NSO
- For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA

Philippine Statistics Authority

Local Civil Registrar's Office

Note: Provide LCR copy if entries from PSA/NSO are unclear.

3. School documents

- | | |
|--|--|
| a. Elementary and High School Level
(Form 137 and/or Diploma) | |
| • Certified True Copy from the school | Elementary/High School |
| • Certification, Authentication and Verification (CAV) from DepEd Regional Office | Department of Education Regional Office which has jurisdiction over the school |
| b. Technical and Vocational Courses
(TOR and/or Diploma/National Certificate) | |
| • Certified True Copy from the school | Technical/Vocational School |
| • Certification, Authentication and Verification (CAV) from TESDA | Technical Education and Skills Development Authority Regional/District Office which has jurisdiction over the school |
| c. Private/Local Colleges and Universities (TOR and/or Diploma) | |
| • Certified True Copy from the school | Private/Local College/University |
| • Certification, Authentication and Verification (CAV) from CHED | Commission on Higher Education Regional Office which has jurisdiction over the school |
| d. State Universities and Colleges (TOR and/or Diploma) | |
| • Certified True Copy and Certification, Authentication and Verification from the school | State University/College |
| 4. PRC document/s | |
| • Certified True Copy from PRC | Professional Regulation Commission |
| 5. Medical Certificate/s | |
| a. For employment | |
| • DOH stamp per document | Department of Health |
| b. For other purposes | |
| • Certification issued by DOH with attached Medical Certificate | Department of Health |
| 6. CAAP document/s | |
| • Certified by CAAP | Civil Aviation Authority of the Philippines |
| 7. Driver's License | |
| • Certification | Land Transportation Office |

8. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity
 - Notarized Affidavit stating necessary factual circumstances and indicating attachments Notary Public
 - 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
 - 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)
 - Certified True Copy from the court Regional Trial Court where the case was filed
11. Immigration Record/s
 - Certified by BI Bureau of Immigration
12. DSWD Clearance
 - Original document issued by DSWD Department of Social Welfare and Development
13. Police Clearance/Sundry
 - Original document issued by PNP Police National Police
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 Philippine Embassy or Consulate

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Scheduling of Appointment

1. Fill out the online appointment form at http://dfa.gov.ph/apostille to request an Appointment for Authentication / Apostille.	1. Online Appointment System sends out confirmation to applicant's email address		2 minutes	
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Filing of documents for Authentication / Apostille

1. Complete the Health Declaration Form at the entrance.	1. Collect the completed and signed Health Declaration Form.		5 minutes	Consular Affairs Public Assistance Center
2. Present printed appointment confirmation at Window 1, Processing Section.	2. Verify appointment presented by applicant.		2 minutes	OCA Appointment Verifier
3. Get application form at Window 2. Fill out application form and wait for turn to be called at the Processing Section.			1 hour	OCA – Authentication Division

4. Submit verified appointment, 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. Verify the signature of the official who signed the document/s.		30 minutes	Processor OCA – Authentication Division
	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. Collect the appropriate authentication fee as indicated on the Authentication Slip.	Regular: PHP100 per document Expedite: PHP200 per document (suspended for the duration of the COVID-19 pandemic)	30 minutes	Cashier OCA – Authentication Division
	6. Authenticate the signature on the document. If for verification, confirm with issuing agency.		20 working days* (for special cases needing further verification by	VAFIS Personnel OCA – Authentication Division

issuing PH
agency
outside the
DFA)

4 hours

6.1 Encode and
issue Apostille /
Authentication
Certificate

*Backend
Personnel*

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
Declaration
Form.

5 minutes

*Consular
Affairs Public
Assistance
Center*

2. Drop the official receipt
(OR) at Door 19
dropbox.

2. Collect OR
and locate
the
authenticate
d/ Apostille
document/s.

30 minutes

OCA
*Releasing
Personnel*

2.1 Wait for name to be
called at the Releasing
area.

2.1 Call
applicant/
representativ
e through the
Public
Address (PA)
system and
give
instructions
on
requirements
to be
presented.

OCA –
Authentication
Division

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. Show the authenticated / Apostille document/s for review and ask for signature on the releasing portion of the Authentication Application Form.	5 minutes	Releasing Personnel
3.1 Check accuracy and completeness of authenticated document/s received.	3.1 Check presented original government issued ID and requirements.		OCA – Authentication Division
4. Claim the authenticated / Apostille documents and sign the form.	4. Release authenticated/ Apostille document/s.	5 minutes	Releasing Personnel
4.1 Complete the Client Feedback Survey.			OCA – Authentication Division

Regular:	Regular:
PHP100 per document	3 Working Days
	20 Working Days*
	(for special cases needing further verification by issuing PH agency outside the DFA)

TOTAL:

	Expedite:
	1 Working Day
Expedite:	<i>(suspended for the duration of the COVID-19 pandemic)</i>
PHP200 per document	
<i>(suspende d for the duration of the COVID-19 pandemic)</i>	

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 minutes	Consular Affairs Public Assistance Center
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OCA

2. Proceed to the Pending and Correction window and submit document/s for evaluation.	2.0 Interview applicant/ representative and review the document/s presented for correction or compliance.	2 hours	<i>Pending and Correction Personnel</i>
2.1 Wait for name to be called at the Pending and Correction area.	2.1 Call applicant/ representative through the Public Address (PA) system and give instructions on requirements to be presented.		OCA – Authentication Division
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. Show the authenticated / Apostille document/s with corrections for review and ask for signature on the releasing portion of the Authentication Application Form.	5 minutes	<i>Releasing Personnel</i>
3.1 Check accuracy and completeness of authenticated / Apostille document/s received.	3.1 Check presented original government issued ID and requirements.		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>
4.1 Complete the Client Feedback Survey.			OCA – Authentication Division
TOTAL:		2 hours and 15 minutes	

Apostille/Authentication needs further Verification and requires for multi-stage processing

2. Certification

DFA issues a Certification for the following documents only, and provided further that these documents will be submitted to local authorities in the Philippines:

- a) Documents issued by or was executed in a Philippine Foreign Service Post; and
- b) Documents issued by a Foreign Mission located in the Philippines

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
Confirmed Appointment	DFA Website

Representative

Authorization Letter	Document Owner
Notarized Special Power of Attorney (for minors)	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)

SSS, GSIS, LTO, COMELEC, PRC, DFA,
etc.

Authentication Application Form

DFA Website, Authentication Information
Counter

Confirmed Appointment

DFA Website

Other requirement

Philippine Foreign Service Post or Foreign
Mission in the Philippines

Original or photocopy of document to be
verified

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Scheduling of Appointment

1. Fill out the online appointment form at http://dfa.gov.ph/apostill e-appointment to request an Appointment for Authentication / Apostille.	1. Online Appointment System sends out confirmation to applicant's email address		2 minutes	Appointment Team OCA – Authentication Division
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Filing of documents for Authentication / Apostille

2. Get and complete the Health Declaration form at the entrance.	2. Collect the completed and signed Health Declaration Form.		5 minutes	Consular Affairs Public Assistance Center OCA
3. Present printed appointment confirmation email at Window 1 Processing Section.	3. Verify appointment presented by applicant.		2 minutes	Appointment Verifier OCA – Authentication Division
4. Get application form at Window 2. Fill out application form and wait for turn to be called at the Processing area.			1 hour	

5. Submit verified appointment, 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.	5. Evaluate if presented document/s and requirements are complete and in order. Verify the signature of the official who signed the document/s.	30 minutes	Processor
	5.1 Print and issue Authentication Slip with the date and time of release.		OCA – Authentication Division
6. Present Authentication Slip and pay the appropriate authentication fee to the Cashier.	6. Collect the appropriate authentication fee as indicated on the Authentication Slip.	Regular: PHP100 per document	30 minutes
	7. Authenticate the signature on the document. If for verification, confirm with issuing agency.	20 working days* (for special cases needing further verification by issuing PH agency outside the DFA)	Cashier
	7.1 Upon confirmation, issue Certification		OCA – Authentication Division
			VAFIS Personnel
			OCA – Authentication Division

Releasing of Certifications

1. Get and complete the Health Declaration form at the entrance.	1. Collect the completed and signed Health Declaration Form.	5 minutes	<i>Consular Affairs Public Assistance Center</i>
			OCA
2. Proceed to the Pending and Correction and present Official Receipt, government issued ID and other applicable requirements for a representative (authorization letter) to claim the Certification.	2. Collect OR, check ID presented and locate the applicant's document/s.	30 minutes	<i>Pending and Correction Personnel</i>
			OCA – Authentication Division
2.1 Check accuracy and completeness of Certification received.	2.1 Let applicant sign the releasing portion of the Authentication Application Form.		
3. Claim the Certification and sign the form.	3. Release Certification.	5 minutes	<i>Pending and Correction Personnel</i>
3.1 Complete the Client Feedback Survey.			OCA – Authentication Division

	Regular:	Regular:
	PHP100 per document	3 Working Days
		20 Working Days*
TOTAL:		(for special cases needing further verification by issuing PH agency outside the DFA)

Certification needs Verification requiring 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 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	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
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
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 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	Client Client
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	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France,	e Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate

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 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
<p>B.1.4. 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
<p>B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <p>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</p> <p>- 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>B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <p>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</p> <p>- 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>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	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	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.1.7 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 - 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) -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, 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.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 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	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 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 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 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	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

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"> ● 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 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"> • 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 -Photocopy of the passport datapage/ travel 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 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>	2 nd floor /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
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, submit certificate of naturalization of parents and 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"> • 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>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</p>	<p>Issuing Authority where the applicant was born</p>
<p>E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	<p>Philippine Statistics Authority</p>
<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 	<p>Client</p>
<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</p>	<p>Client</p>

child	
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 Tokyo *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	2 nd floor 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: <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) 	Issuing Authority where the applicant was born

<ul style="list-style-type: none"> • 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
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)	2 nd floor/ 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>	

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	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	Consular Assistant to check appointment and that the applicant	None	5 minutes	Applicant Consular Affairs and Public

Declaration Form (HDF) distributed at the entrance.	has filled out the HDF.			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 2nd floor Cashier	<p>Accept the payment based on the required consular fee/s.</p> <p>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 <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>	10 minutes	Cashier (Office of Fiscal Management Services)
<p>Submit to CRD Window 1</p> <p>4.1 Five (5) Photocopies of official receipt</p> <p>4.2 Five (5) photocopies of Civil Registry Request form</p> <p>(Applicant to keep)</p>	<p>Attach the five (5) photocopies of validated receipt to the Civil Registry Request Form</p> <p>Issue the applicant a Reminder Slip with the applicant's</p>	None	10 minutes	Civil Registry Processor- Window 1

the original copy of receipt)	<p>Reference Number and instructions to follow up the status of application at https://consular.dfa.gov.ph/crd-application-tracker.</p> <p>The applicant is also informed that the documents submitted will be sent abroad for verification and registration. This may take between 2 to 4 months depending on logistics and restrictions imposed by the foreign country due to the pandemic.</p>			
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 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	2 nd floor/ 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	PSA

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	2 nd floor Cashier
C. For marriages solemnized in Shanghai, Indonesia, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
<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.
<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>	PSA

C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
<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>	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)	Philippine Statistics Authority
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	2 nd floor Cashier
C.2. Party being registered married more than one (1) year	
<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>
C.2.1. 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.
<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)	Philippine Statistics Authority
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	2 nd floor 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
<p>D.1.3. Birth Certificate of both parties</p> <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</p>	Client

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)	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
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)	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	
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 Client
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) Koseki Tohon (latest Family Registry) 	Issuing Authority where the marriage took place

<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
<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>	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	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.			
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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 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.	USD25 (To be paid in	10 minutes	Cashier (Office of Fiscal

	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 <i>Tokyo</i></p> <p>**</p> <p>Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>		Management Services)
<p>4. Submit to CRD Window 1</p> <p>4.1 Five (5) Photocopies of official receipt</p> <p>4.2 Five (5) photocopies of Civil Registry Request form</p> <p>(Applicant to keep the original copy of receipt)</p>	<p>Attach the five (5) photocopies of validated receipt to the Civil Registry Request Form</p> <p>Issue the applicant a Reminder Slip with the applicant's Reference Number and instructions to follow up the status of application at https://consular.dfa.gov.ph/crd-application-tracker.</p> <p>The applicant is also informed that the documents submitted will be sent abroad for verification and registration. This may take between 2 to 4 months depending on logistics</p>	None	10 minutes	Civil Registry Processor-Window 1

	and restrictions imposed by the foreign country due to the pandemic.			
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: 2.1Death Certificate 1.2 Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority Philippine Foreign Service Post Foreign Authority
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	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 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	Receive the Report of Marriage forms	None	1 minute	Civil Registry Processor – Window 1

requirements to 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 Issue the applicant a Reminder Slip with the applicant's Reference Number and instructions to follow up the status of application at https://consular.dfa.gov.ph/crd-application-tracker . The applicant is also informed that the documents submitted will be sent abroad for verification and registration. This may take between 2 to 4 months depending on logistics and restrictions imposed by the foreign country due to the pandemic.	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	<i>CRD Window 1(Ground floor)</i>

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), Civil Aviation Authority of the Philippines

	(CAAP),Maritime Industry Authority (MARINA), 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 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)	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
If PSA Birth Certificate / Report of Birth has lacking data: Annotated PSA Birth Certificate or Proof of filing of supplemental report acknowledged by PSA (present original, 1 photocopy)	Local Civil Registry PSA
If PSA Birth Certificate / Report of Birth is discrepant: Discrepancy in first name: Annotated PSA Birth Certificate reflecting corrected entry or petition for the correction of discrepant data acknowledged by PSA (present original, 1 photocopy) Discrepancy in other data: 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, CAAP, MARINA, City/Municipal Hall, PhilPost
If applicant has NO Birth Certificate/Report of Birth If born after 1950: Late registered Birth Certificate/Report of Birth and IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy) If born on or before 1950: PSA Authenticated Certificate of No Birth Record and 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

School Records, or Baptismal Certificate, or NBI Clearance, or (present original, 1 photocopy)	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/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, CAAP, MARINA, 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: Special Power of Attorney designating minor's companion to assist in the application process (1 original)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, CAAP, MARINA, City/Municipal 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 in the application process (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, CAAP, MARINA, City/Municipal Hall, PhilPost DSWD		
Minor applicant who has undergone the process of domestic adoption: Adoption order (present original, 1 photocopy)		Relevant Court		
Minor applicant is a foundling and NOT for adoption: PSA certificate of foundling, Passport or acceptable valid Government ID of adult guardian, DSWD Clearance, and Letter of Guardianship issued by Family Court (present original, 1 photocopy)		PSA DSWD DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant sets an appointment through passport.gov.ph and pays online; applicant may already avail of courier delivery during the appointment process	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
1. On the day of scheduled appointment, proceed to	2. receive required documents 2.1 verify appointment	None	<i>*Applicant must be at the consular office 30 minutes before the</i>	<i>Verifiers</i> Passport Division

Verification Counter and present printed passport application form and valid ID			<i>scheduled appointment.</i> 5 minutes	
3. Proceed to Processing Counter 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. 5.2 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 five working days for expedited processing or twelve working days for regular processing 20 minutes waiting time 10 minutes	<i>Releasing Officer</i> Passport Division
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: 5 or 12 Working Days;	

	appointment date)	Releasing: 30 minutes	
	(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)		

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, CAAP, MARINA, 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, CAAP, MARINA, 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

<p align="center">ADDITIONAL REQUIREMENTS</p> <p align="center"><i>*on a case by case basis, other documents not stated below may be required for certain applicants depending on their case.</i></p>	
<p>For applications to replace a valid passport declared lost:</p> <p>Affidavit of Loss (original)</p> <p>Police Report (original)</p> <p>PSA Birth certificate (if no photocopy of passport, original and 1 photocopy)</p> <p>Valid ID (original and 1 photocopy)</p> <p><i>*Please note that there is a 15-day clearing period for applications to replace a valid passport declared lost</i></p>	<p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID</p>
<p>For applications to replace a lost but nonvalid/expired passport:</p> <p>Affidavit of loss (original)</p> <p>PSA Birth certificate (if no photocopy of passport, original and 1 photocopy)</p> <p>Valid ID (original and 1 photocopy)</p>	<p>Notary Public</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID</p>
<p>For mutilated passport:</p> <p>Affidavit of Explanation (original)</p> <p>Mutilated Passport</p>	<p>Notary Public</p> <p>DFA</p>
<p>For applicants with travel document:</p> <p>Travel Document (original)</p>	<p>FSP</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>For minor applicants:</p> <p><i>*Same additional requirements stated above may be required on a case-by-case basis.</i></p>	<p>Notary Public</p> <p>Relevant Police Station</p> <p>PSA</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID</p> <p>Other government agencies</p>

		Relevant court		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant sets an appointment through http://passport.gov.ph and pays online using their credit or debit card, or through BayadCenter payment centers	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 or 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
1. On the day of scheduled appointment, proceed to the Verification Counter 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 Counter and wait to be called to the next 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 period for lost valid passport applicants</i>	<i>Processors</i> Passport Division
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information	None	20 minutes waiting time	<i>Encoders</i> Passport Division

Courier service Applicant's current passport will be cancelled by Passport Processor before courier service staff can accept application for courier service delivery	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 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 five working days for expedited processing or twelve working days for regular processing 20 minutes waiting time 10 minutes	<i>Releasing Officers</i> Passport Division
	<i>Collection via courier service:</i> Courier company staff proceeds to ASEANA Releasing Unit to collect passports for delivery Releasing Unit turns over passports Applicant receives new passport at specified address	(Paid online or through BayadCenter)	1 minute 10-15 minutes Delivery date depends on delivery commitment schedule of courier service provider	Releasing Unit Staff, Releasing Unit Courier service
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: 5 or 12 Working Days; Releasing: 30 minutes	
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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, CAAP, MARINA, 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	6 days	Staff, Passport Division – Director's Office
2. Visit OCA on scheduled appointment and present request and supporting	2. Issue invoice to be paid	None	5 minutes	Staff,

documents to Special Concerns Unit, Passport Division				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. Return to Special Concerns Unit and present receipt	4. Check official receipt and inform backend staff	None	30 minutes	Staff, Passport Division – Director's Office
4.1 Receive certificate	4.1 Backend prepares certificate 4.1 Issue the certificate			
Total		PHP 100 per document	7 days	

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 – Special Concerns Unit		
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: nonvalid/expired or expiring MRCTD		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
3. Pay the required fee at the Cashier	3. Issue receipt and accept payment	PHP 500	10 minutes	Staff, Passport Division Cashier
4. Present receipt 4.1 Return on the scheduled release date	4. Check official receipt 4.1 Release the travel document	None	*After processing period of seven (7) working days 10 minutes	Staff, Passport Division
TOTAL		PHP 500	7 days 31 minutes	

2. Convention Travel Document for Stateless Persons and Refugees

Office or Division:	PASSPORT Division
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens

List of Requirements	Where to Get
Accomplished Application Form	DFA Passport Division – Special Concerns Unit
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: nonvalid/expired or expiring MRCTD	Applicant
In case of lost MRCTD: Affidavit of Loss and Police Report	Notary Public, Relevant Police Station

Process	Processing Time	Fees	Person Responsible
1. Proceed to Special Concerns to get queue number and wait to be called	1 minute	None	Security Guard
2. Fill up the application form and present valid ID	10 minutes	None	Staff, Passport Division
3. Pay the required fee at the Cashier	10 minutes	PHP 500	Staff, Cashier
Processing of Application	7 days		
4. Present receipt (*After seven working days) 4.1 Return on the schedule release date	10 minutes	None	Staff, Passport Division
TOTAL	8 days	PHP 500	

3. Passport Processing Courtesy Lane

Since its establishment, Courtesy Lane privileges have been extended to provide passport services to special categories of passport applicants such as senior citizens, Persons with Disability, pregnant women, minors aged 7 years and below, solo parents, OFWs, and all other exceptional and emergency cases.

Office or Division: Office of Consular Affairs – Courtesy Lane

Classification: Highly Technical

Type of Transaction: G2C – Government to Citizen

Who may avail:

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	Printed Application Form with E-Receipt	passport.gov.ph

children, or adult sibling only); or	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	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	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 Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph Overseas Worker Welfare Administration (OWWA)
		Printed Application Form with E-Receipt Valid employment contract (present original and 1 photocopy)	passport.gov.ph Agency/Employer
		Printed Application Form with E-Receipt Valid work visa (present original and 1 photocopy)	passport.gov.ph Embassy or Consulate
		Printed Application Form with E-Receipt 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	passport.gov.ph Maritime Industry Authority (MARINA)

	application (present original and 1 photocopy)	
	<p>Printed Application Form with E-Receipt</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>passport.gov.ph</p> <p>Agency/Employer</p>
7. Exceptional and emergency cases	<p>Printed Application Form through OPAS</p> <p>Printed confirmation email</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 Affairs; or 3. The Assistant Secretary for Consular Affairs. <p>(1 original)</p>	<p>onlineappform.pasport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p>

		Printed Application Form through OPAS	onlineappform.passport.gov.ph
		Printed confirmation email	oca.cl@dfa.gov.ph
		Proof of Urgency (e.g., airline ticket, medical or death certificate, etc.)	Airline/Hospital/PSA, etc.

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

CORE REQUIREMENTS FOR FIRST TIME ADULT APPLICANTS

Printed Application Form with E-Receipt	passport.gov.ph
Printed Application Form from Online Passport Application System (OPAS)	onlineappform.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 System (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, Civil Aviation Authority of the Philippines (CAAP), Maritime Industry Authority (MARINA)
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 Marriage Certificate or Report of Marriage (present original, 1 photocopy)	PSA
For married women who opt to revert to maiden name:	PSA

<p>PSA annotated marriage certificate (present original, 1 photocopy)</p> <p>PSA Death Certificate of spouse (present original, 1 photocopy)</p>	
<p>For dual citizens (RA9225):</p> <p>Dual Citizenship documents:</p> <p>Identification Certificate, Oath of Allegiance and Order of Approval (present original, 1 photocopy)</p> <p>Foreign Passport (present original, 1 photocopy)</p>	<p>Bureau of Immigration (BI)</p> <p>Foreign Service Posts (FSPs)</p>
<p>For naturalized Filipino citizens:</p> <p>Certificate of Naturalization (present original, 1 photocopy)</p>	BI
<p>For applicants with travel document:</p> <p>Affidavit of Explanation (original)</p> <p>Travel Document (original)</p>	FSPs
<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/ Municipal Hall, PhilPost, School, CAAP, MARINA</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) (original)</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>(present original, 1 photocopy)</p>	<p>School</p> <p>Relevant Church</p> <p>NBI</p>
CORE REQUIREMENTS FOR FIRST TIME MINOR APPLICANTS	
Printed Application Form with E-Receipt or	passport.gov.ph
Printed Application Form from Online Passport Application System (OPAS)	onlineappform.passport.gov.ph
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)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
School ID (for 7 years old and above) (present original, 1 photocopy)	School
<p>ADDITIONAL REQUIREMENTS FOR MINORS</p> <p><i>*on a case by case basis, other documents not stated below may be required for special cases</i></p>	
<p>If PSA Document is unreadable:</p> <p>Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy)</p>	Local Civil Registrar
<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>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA</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>Travel Clearance from DSWD (present original, 1 photocopy)</p>	<p>Notary Public</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA</p> <p>Department of Social Welfare and Development (DSWD)</p>
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA Birth Certificate/Report of Birth or PSA Certificate of Foundling (present original, 1 photocopy)	PSA
RENEWAL REQUIREMENTS FOR ADULT APPLICANTS	
Printed Application Form with E-Receipt or	passport.gov.ph
Printed Application Form from Online Passport Application System (OPAS)	onlineappform.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, School, CAAP, MARINA
RENEWAL REQUIREMENTS FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt or	passport.gov.ph
Printed Application Form from Online Passport Application System (OPAS)	onlineappform.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	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
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	School

minors 7 to 17 years old). (present original, 1 photocopy)	
ADDITIONAL REQUIREMENTS <i>*on a case by case basis, other documents not stated below may be required for special cases</i>	
For change of details or incomplete details in the passport: PSA Birth Certificate/Report of Birth/ Marriage Certificate/Report of Marriage/Certificate of Foundling Valid ID (present original, 1 photocopy)	PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
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
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 lost valid passport: Affidavit of Lost (original) Police Report (original) PSA Birth certificate (if no photocopy of passport) (present original, 1 photocopy) Valid ID (present original, 1 photocopy)	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
For lost expired passport: Affidavit of loss (original) PSA Birth certificate (if no photocopy of passport) (present original, 1 photocopy) Valid ID (present original, 1 photocopy)	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
For applicants with travel document: Original Travel Document	FSP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Front Desk Personnel for initial assessment of Qualification for CL Availment	1. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Front Desk Personnel Courtesy Lane
2. Submit the printed application form from OPAS or OAS in the Front Desk	2. Receive the printed application form	None	2 minutes	Front Desk Personnel Courtesy Lane
				Encoder Passport Enrollment Center
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	1 minute	Front Desk Personnel Courtesy Lane
4. Wait for the number to be called inside the processing area while applications are cross check from Watchlist Verification	4. Verify if the applicant is included in the Department's Watchlist Database 4.1. If the applicant's name appears on the Department's Watchlist Database, the verifier will attach	None	5 minutes	Verifier Courtesy Lane

a referral slip on the application form addressed to the Passport Division.

4.2. 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.

4.3. 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 queueing number, conduct interviews and verify the authenticity of the documents and ensure that the required documents are complete.

None

20 minutes

Processor
Courtesy
Lane

Note: The processors are assigned on each designated window on a rotational basis daily.

5.1 If the applicant is included in the Department's Watchlist Database, proceed to Passport Division (Ground Floor) upon the referral of the Processor for further

5.1 Refer the applicants whose names are reflected in the Department's Watchlist Database to Passport Division for further verification

verification and approval

5.1.1 If the name of the applicant in the Department's Watchlist Database 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

5.2.2 If the applicant opted for delivery, cancel the old passport

5.3 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.

5.3.1 If filed through Online Passport Application

System (OPAS) and the passport application is approved, the Processor will 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.

6. Applicants who filed their application through OPAS and with approved applications shall proceed to the cashier to pay the passport processing fee.

6. Accept the payment based on the amount indicated in the official receipt

6.1 Give the validated official receipt to the applicant

Expedited processing fee – PHP 1,200.00

Regular processing fee – PHP 950.00
*Senior citizens and PWDs have the option to avail the regular processing of passports

Penalty fee – PHP 350.00

* For mutilated, lost valid or expired electronic passport

None

5 minutes

Collecting Officer
Office of Financial Management
Services – Passport Revolving Fund Unit

7. Upon Payment applicant shall proceed to the Courtesy Lane Encoding Area.

7. Encode the applicant's biographical data, capture the applicant's photo

15 minutes

Encoder
Passport Enrollment Center

7.1 Biometrics will be gathered, personal Data will be Encoded, and Document will be scanned.

and biometric details and scan necessary documents

7.2 Applicant shall 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.

Processing and production of the passport application

Regular application: 12 working days

Express Application: 5 working days

Claim passport

Release passport

0

TOTAL REGULAR APPLICATION:

PHP 950

Regular application: 12 working days

TOTAL EXPEDITED APPLICATION:

PHP 1,200

Express Application: 5 working days

Plus

PENALTY FEE (if applicable)

PHP 350

Additional 15 days for investigation in cases of mutilated/lost passport

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 <i>(never been issued any type of Philippine passport)</i>		
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) (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				
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 (application is subject to a 15-day clearing period prior to the processing of application for the replacement of lost valid passport)		nearest Police Station where the passport was lost		
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 documents to DOPS Encoding Area.		1 - 3 minutes	Consular Assistant / Processor

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 EXPRESS APPLICATION:		P1,200.00	5 working days	
TOTAL REGULAR APPLICATION:		P950.00	7 working days	

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 days	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	3 days	

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		3 days	

	and process the submitted documents for the revalidation of diplomatic / official e-passport.			
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. 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	3 days	

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 <i>For Newborn Child of Diplomats:</i> Dependent child of Foreign Government Officials/ Representatives of Accredited International Organizations born in the Philippines
Checklist of Requirements	Where to Secure

<p>Note Verbale from the requesting Embassy or International Organization accredited in the Philippines</p> <p>Original Passport of the applicant</p> <p>Application form</p> <p>Two (2) pieces Passport size photos</p> <p>Photocopy of latest valid visa</p> <p>Photocopy of arrival stamp in the Philippines</p> <p>Photocopy of Principals visa and passport (for dependent & household member/s)</p> <p>Photocopy of Birth Certificate (newborn)</p> <p>Additional requirements when deemed necessary (i.e. supporting proof for conversion from 9E3 to 9E1/9E2)</p>			<p>From the requesting Embassy or International Organization accredited in the Philippines</p>	
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<p>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.</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. Submission of complete physical</p>	<p><u>For Regular Renewal of 9(e) visa:</u></p> <p>1. Initial vetting of the requirements submitted online. If the requirements are complete, the Visa Assistant processes the renewal of 9(e) visa.</p> <p>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.</p> <p>2. Compiles the applications for scheduling of the submission of physical requirements.</p> <p>3. Reviews the submitted physical requirements and process the issuance of renewal of 9(e) visa.</p>	None	7 working days	Visa Assistant

documents on scheduled date.	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.			
IV. Receipt of renewed 9(e) visa on scheduled release date.				
V. Submission of application form of the newborn child on scheduled date.	5. Releases the visa to the representative of the Foreign Mission or International Organization.			
VI. Client Feedback Form should be accomplished after completion of every transaction.	<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>			
	TOTAL	0	7 days	

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		
<p>ABTC application form</p> <p>Photocopy of applicant's passport</p> <p>Bureau of Immigration and National Bureau of Investigation Certification</p> <p>Current photo of the applicant</p> <p>Resume/Curriculum Vitae</p> <p>Employment Certificate</p> <p>Certified True Copy of Company's Securities & Exchange Commission registration</p> <p>Company Profile</p> <p>Organizational Chart</p> <p>Latest audited balance sheet of income statement</p> <p>Name/Address/Contact Numbers of Business Partners in APEC</p> <p>Annual Volume of past and current transaction with business partners in APEC</p> <p>Past and current activities in APEC</p> <p>Statement of how the company will benefit from ABTC scheme</p>		<p>https://consular.dfa.gov.ph/visainformation/25-visa/226-apec-business-travel-card</p> <p>NBI</p> <p>From the requesting party</p> <p>Employer</p> <p>SEC</p> <p>From the requesting party</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. Submission of the endorsed application by the Certified Business Organization (CBO) through the Division's official email address	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	None	90 calendar days	Visa Assistant

<p>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>IV. Client Feedback Form should be accomplished after completion of every transaction.</p>	<p>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 the application in the ABTC Online Network System for the decision (approved, declined, hold) of other APEC participating economies. ◦ 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 			
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	<p>will then be printed in Australia.</p> <ul style="list-style-type: none"> ◦ 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 will the card be available for release. <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. 			
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	<p><i>If Denied:</i></p> <ul style="list-style-type: none"> ◦ ABTC Desk Assistant drafts a denial letter to be signed by the 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. ◦ 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. 			
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 completion of every transaction.</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 Assistant drafts a letter to the Bureau of Immigration indicating the passport and flight details of the applicant/s to be repatriated.</p>	None	7 working days	Visa Assistant

	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 UCSCA.			
	TOTAL	0	7 days	

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	Drafts a memorandum addressed to the	None	1 day	CRD Desk Officer

concerned Foreign Service Posts	concerned Foreign Service Posts			
3. Receives the unsigned memorandum	Signs the memorandum addressed to concerned Foreign Service Posts	None	1 day	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	3 days	

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	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 other cities and municipalities	CRD desk officer and PSA receiving personnel
Total		None	10 days	

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	<p>1. The concerned Foreign Service Post will transmit to Visa 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 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. 	None	15 working days	Visa Assistant
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
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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>	From the requesting PH Schools and Universities

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 check, the Visa Assistant will draft the authority to issue visa to the concerned Foreign Service Post. 	None	15 working days	Visa Assistant
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	<p>1. The concerned Foreign Service Post will transmit to Visa 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 	None	15 working days	Visa Assistant

	<p>concerned FSP to issue the 9(a) visa with the appropriate number of entries and duration of validity to the applicant.</p> <p>◦ 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.</p> <p>• <i>For 47(a)(2) applications:</i></p> <p>◦ The Visa Assistant will request for verification with the Philippine Economic Zone Authority (PEZA) whether a pending application has been made or not.</p> <p>◦ A letter reply from PEZA will be received and it will be transmitted to the Foreign Service Post through fax communication.</p>			
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	The Visa Assistant will receive an endorsement letter	None	7 working days	Visa Assistant

necessary documents for the 47(a)(2) application of a foreign national to the Department of Justice.	from the Department of Justice and transmit to the concerned Foreign Service Post.			
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 documents to the Visa Assistant	1. The Visa Assistant evaluates and accepts the application if the requirements are complete.	None	7 working days	Visa Assistant

	<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

<p><i>How to send feedback?</i></p>	<p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop accomplished form at the designated drop box located in the front desk.</p> <p>Or participate in the “Happy” or “Not” feedback kiosks found at the Consular Offices.</p> <p>Or email the Clients’ Concerns Unit at oca.concerns@dfa.gov.ph.</p>
<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.</p> <p>For inquiries and follow-ups, clients may contact the following mobile numbers: 0977-353-3942(Globe) and 0961-567-9324(Smart).</p> <p>Or email address: Oca.concerns@dfa.gov.ph.</p>

<i>How to file a complaint?</i>	<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>
<i>Contact Information of Office of Consular Affairs Divisions, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</i>	<p>(02) 8834-4000, 0977-353-3942(Globe) and 0961-567-9324(Smart)</p> <p>passportconcerns@dfa.gov.ph</p> <p>Oca.concerns@dfa.gov.ph</p> <p>Oca.authentication@dfa.gov.ph</p> <p>Oca.crd@dfa.gov.ph</p> <p>Oca.cl@dfa.gov.ph</p> <p>Oca.dops@dfa.gov.ph</p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>

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
2. Senior citizens		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)
	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 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
	PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph

	PSA Birth Certificate as proof of age (present original and 1 photocopy)	Philippine Statistics Authority (PSA)
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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	passport.gov.ph
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	PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	Philippine Statistics Authority (PSA)
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4.2 Legal guardian; or	Printed Application Form with E-Receipt	passport.gov.ph
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	Court Order (present original and 1 photocopy)	Family Court
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4.3 Authorized representative	Printed Application Form with E-Receipt	passport.gov.ph
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	Special Power of Attorney (1 original)	Notary Public or Philippine Embassy/ Philippine Consulate General
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5. Solo parents	Printed Application Form with E-Receipt	passport.gov.ph
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	Valid Solo Parent Identification Card (present original and 1 photocopy)	City/Municipal Social Welfare and Development Office
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6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS	passport.gov.ph onlineappform.pasport.gov.ph
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7. Exceptional and emergency cases	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)
	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	onlineappform.pasport.gov.ph
	Approved written request by any of the following DFA officials:	Written request from the applicant and approval from the Department of
	1. The Secretary of Foreign Affairs;	

2. The Undersecretary for Civilian
Security and Consular Concerns;
or

Foreign Affairs
(DFA)

3. The Assistant Secretary for
Consular Affairs.

(1 original)

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
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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 Civil Registrar
Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy)	
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)	
For dual citizens (RA9225):	Bureau of Immigration (BI)
Dual Citizenship documents (present original, 1 photocopy)	Foreign Service Posts (FSPs)
Identification Certificate or Oath of Allegiance or Order of Approval (present original, 1 photocopy)	

Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(present original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	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
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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 (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 Civil Registrar
Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy)	
Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

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	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

For applicants with mutilated passports:

Affidavit of Explanation (1 original) Notary Public

Mutilated passport (to be surrendered) DFA

For minor applicants:

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 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	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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i>
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			Note: The processors are assigned on each designated window on a rotational basis daily.
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			
	5.2.2 If the applicant opted for			

delivery, cancel the old passport

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

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

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

Penalty fee – PHP 350.00

* For mutilated, lost valid or expired electronic passport
None

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

15 minutes

Encoder

7.1 Save the data of the applicant

7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.

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

Releasing Personnel

8.1 Receive the passport

8.1 Issue the passport to the applicants

Total

Php 1,200 (or
Php 950)

1 hour and 15
minutes

(*Additional
Php 350 for
mutilated, lost
valid or
expired
electronic
passport)

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
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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
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-Certificate of Clearance from Accountabilities

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
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- 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	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 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
AccountabilitiesAdministrative 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*How to send feedback?*

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center: 8888

*Presidential
Complaints Center
(PCC),*

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

*CSC Contact Center
ng Bayan (CCB),*

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

*Anti-Red Tape
Authority (ARTA)*

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

- Original document issued by the NBI with dry seal

NBI

Note: Personal copy is not valid.

2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records

- Original document issued by PSA/NSO
- For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA

PSA

Local Civil Registrar's Office

Note: Provide LCR copy if entries from PSA/NSO are unclear.

3. School documents

<p>a. Elementary and High School Level (Form 137 and/or Diploma)</p> <ul style="list-style-type: none"> • Certified True Copy from the school • Certification, Authentication and Verification (CAV) from DepEd Regional Office 	<p>Elementary/High School</p> <p>DepEd Regional Office which has jurisdiction over the school</p>
<p>b. Technical and Vocational Courses (TOR and/or Diploma/National Certificate)</p> <ul style="list-style-type: none"> • Certified True Copy from the school • Certification, Authentication and Verification (CAV) from TESDA 	<p>Technical/Vocational School</p> <p>TESDA Office which has jurisdiction over the school</p>
<p>c. Private/Local Colleges and Universities (TOR and/or Diploma)</p> <ul style="list-style-type: none"> • Certified True Copy from the school • Certification, Authentication and Verification (CAV) from CHED 	<p>Private/Local College/University</p> <p>CHED Office which has jurisdiction over the school</p>
<p>d. State Universities and Colleges (TOR and/or Diploma)</p> <ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school 	<p>State University/College</p>
<p>4. PRC document/s</p> <ul style="list-style-type: none"> • Certified True Copy from PRC 	<p>PRC</p>
<p>5. Medical Certificate/s</p> <p>a. For employment</p> <ul style="list-style-type: none"> • DOH stamp per document <p>b. For other purposes</p> <ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate 	<p>DOH</p> <p>DOH</p>
<p>6. CAAP document/s</p> <ul style="list-style-type: none"> • Certified by CAAP 	<p>CAAP</p>
<p>7. Driver's License</p> <ul style="list-style-type: none"> • Certification 	<p>LTO (main branch only)</p>
<p>8. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity</p> <ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments • 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) 	<p>Notary Public</p> <p>Regional Trial Court which has jurisdiction over the notary public</p>

9. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit
 - 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)
 - 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
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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 |
|--|--|------|-----------|---|

3. 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 requirements and procedures. 1.1 Issue queuing number and provide application form to be filled out by applicant/ representative	-	5 minutes	Authentication Processor
4. Fill out application form and wait for queuing number to be called at the Processing area.	3. 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.	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	Authentication Processor
6. 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	Cashier
	6. Encode and issue Apostille / Authentication Certificate.		2 Working Days and 6 Working Hours)	Authentication Backend
	6.1 If for verification, confirm with issuing agency. Encode and		20 Days* (for special cases needing further	Authentication VAFIS Personnel

issue Apostille /
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:

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. Provide Client Feedback Form to the applicant/ representative.	-		

4. Check accuracy and completeness of authenticated / Apostille document/s received.

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 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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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> 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); seven working days or twelve working days (COs outside Metro Manila)</i>	<i>Releasing Officer</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.

5.3 Sign on signature pad.

20 minutes waiting time

10 minutes

Total

PHP 950.00 for regular or PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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 passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

For minor applicants: 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	<i>Staff, Project and Information Technology Support</i>
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		10 minutes	
	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 Cancel old passport		20 minutes waiting time	
5.2 Verify all details in passport are correct.				
5.3 Sign on signature pad.			10 minutes	
5.4 present old passport for cancellation				
Total		PHP 950.00 for regular or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;	
		PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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	

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		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)
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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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.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.	Agency/Employer
7. Exceptional and emergency cases	(present original and 1 photocopy) (present original and 1 photocopy) Printed Application Form through OPAS	onlineappform.pasport.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
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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)	
For dual citizens:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	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

PSA Authenticated Certificate of No Birth Record	Notary Public
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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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

For minor applicants: 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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Securing an appointment				
1. Secure an appointment from ncreast@dfa.gov.ph On day of appointment	Agency to schedule the applicant.	None	1 to 2 days	CO Administrative Officer
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	<i>Information and Public Assistance Officer</i>
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	<i>Information and Public Assistance Officer</i>
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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification			
6.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor	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

6.2.2 If the applicant opted for delivery, cancel the old passport

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

7. Accept the payment based on the amount indicated in the official receipt

Express processing fee – PHP 1,200.00

5 minutes

Cashier

7.1 Give the validated official receipt to the applicant

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

Penalty fee – PHP 350.00

* For mutilated, lost valid or

8. Proceed to the Encoding Area	8. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents	expired electronic passport None	15 minutes	<i>Encoder</i>
	8.1 Save the data of the applicant			
	8.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.			
8.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.				
9. Return on the tentative release date indicated on the official receipt and present the original official receipt	9. Receive the official receipt then verify and locate the passport	None	10 minutes	<i>Releasing Personnel</i>
9.1 Receive the passport	9.1 Issue the passport to the applicants			
Total		Php 1,200 (or Php 950)	1 hour and 15 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired electronic passport)		

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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	<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> <p>2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval</p>	None	3 days	<i>Administrative Officer</i>
TOTAL		None	3 days	

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	<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 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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers (original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	NBI

CORE REQUIREMENTS FOR MINORS

Printed Application Form with E-Receipt	passport.gov.ph
	DFA

**children below 7 years old may avail the courtesy lane*

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)	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:	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	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	<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	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. check receipt and locate 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>	<i>Releasing Officer</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.				
5.3 Sign on signature pad.			20 minutes waiting time	
			10 minutes	

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)	Processing: 6 working days or 12 working days (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:	SULAR OFFICE NCR - NORTH
Classification:	Highly Technical
Type of Transaction:	– Government to Citizen
Who may avail:	ino citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	port.gov.ph
Current Passport (1 original, 1 photocopy)	
Acceptable Valid Government ID (1 original, 1 photocopy)	GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt	port.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport **with photocopy of data page**

Passport or Valid Government issued ID of SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, accompanying parent or authorized adult School ID companion **with one (1) photocopy**

School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).

ADDITIONAL REQUIREMENTS

For lost valid passport:

- Affidavit of Lost y Public
- Police Report rant Police Station
- PSA Birth certificate (if no photocopy of passport) GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost,
- Valid ID School ID

For lost expired passport:

- Affidavit of loss Notary Public
- PSA Birth certificate (if no photocopy of passport) PSA
- Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

- Affidavit of Explanation FSP
- Original Travel Document (original)

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	FEE 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
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. check receipt and locate 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>	Releasing Officers
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 or PHP 1200 for expedite Application: 1 Hour and 15 minutes;

PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) Processing: 6 working days or 12 working days (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

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

7. Senior citizens

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)

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 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
	PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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.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.	Agency/Employer
7. Exceptional and emergency cases	(present original and 1 photocopy) (present original and 1 photocopy) Printed Application Form through OPAS	onlineappform.pasport.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
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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers_(original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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 School

Baptismal Certificate Relevant Church

NBI Clearance NBI

CORE REQUIREMENTS FOR MINORS

Printed Application Form with E-Receipt passport.gov.ph

DFA

**children below 7 years old may avail the courtesy lane*

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)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

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	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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

*Some additional requirements stated above may be required to some applicants depending on their case.

Relevant court

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	<i>Information and Public Assistance Officer</i>
2. Fill-out and submit the passport application form in the front desk	2. Receive the passport application form	None	3 minutes	<i>Information and Public Assistance Officer</i>
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	<i>Information and Public Assistance Officer</i>
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	<i>Information and Public Assistance Officer</i>

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) 4.1 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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification			
6.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor	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 6.2.2 If the applicant opted for delivery, cancel the old passport			

	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	7. Accept the payment based on the amount indicated in the official receipt	Express processing fee – PHP 1,200.00	5 minutes	Cashier
	7.1 Give the validated official receipt to the applicant	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 Penalty fee – PHP 350.00 * For mutilated, lost valid or expired electronic passport		
8. Proceed to the Encoding Area	8. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents	None	15 minutes	Encoder
	8.1 Save the data of the applicant			

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

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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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-	None	3 days	Administrative Officer

	<p>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> <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- 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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of</p>	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 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
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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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

*How complaints are
processed?*

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.

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.

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

*Contact Information
of OCA
Divisions/Sections,*

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

*Presidential
Complaints Center
(PCC),*

Presidential Complaints Center: 8888

*CSC Contact Center
ng Bayan (CCB),*

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

*Anti-Red Tape
Authority (ARTA)*

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

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

- Original document issued by the NBI with dry seal

NBI

Note: Personal copy is not valid.

19. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records

- Original document issued by PSA/NSO
- For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA

PSA

Local Civil Registrar's Office

Note: Provide LCR copy if entries from PSA/NSO are unclear.

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 • Certification, Authentication and Verification (CAV) from DepEd Regional Office 	<p>Elementary/High School</p> <p>DepEd Regional Office which has jurisdiction over the school</p>
f. Technical and Vocational Courses (TOR and/or Diploma/National Certificate)	
<ul style="list-style-type: none"> • Certified True Copy from the school • Certification, Authentication and Verification (CAV) from TESDA 	<p>Technical/Vocational School</p> <p>TESDA Office which has jurisdiction over the school</p>
g. Private/Local Colleges and Universities (TOR and/or Diploma)	
<ul style="list-style-type: none"> • Certified True Copy from the school • Certification, Authentication and Verification (CAV) from CHED 	<p>Private/Local College/University</p> <p>CHED Office which has jurisdiction over the school</p>
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 • 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) 	<p>Notary Public</p> <p>Regional Trial Court which has jurisdiction over the notary public</p>

26. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit
- 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
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
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Filing of documents for Authentication / Apostille

Securing an Appointment

- | | | | | |
|---|-----------------------------------|------|-------------|---------------------------|
| 1. Secure an appointment from
dfancrne.auntheauthentication@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	<i>Information and Public Assistance Center</i>
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 requirements and procedures. 2.1 Issue queuing number and provide application form to be filled out by applicant/ representative	-	5 minutes	<i>Authentication Processor</i>
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 /		2 Working Days and 6 Working Hours)	<i>Authentication Backend</i>

Authentication
Certificate.

6.1 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)

*Authentication
VAFIS Personnel*

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: PHP200 per document	Expedite: 1 Working Day

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	-	10 minutes	<i>Authentication Releasing Personnel</i>
	1.1 Advise applicant/ representative to wait at the Pending and Correction area.			
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.	-	5 minutes	<i>Authentication Releasing Personnel</i>
	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.			

4. Provide Client Feedback Form to the applicant/ representative.

4. Check accuracy and completeness of authenticated / Apostille document/s received.

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),

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
PSA annotated marriage certificate (original, 1 photocopy)	
Death Certificate of spouse (original, 1 photocopy)	
For dual citizens:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA

PSA Authenticated Certificate of No Birth Record	Notary Public
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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	School
Baptismal Certificate	Relevant Church
NBI Clearance	NBI

CORE REQUIREMENTS FOR MINORS

Printed Application Form with E-Receipt	passport.gov.ph
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<i>*children below 7 years old may avail the courtesy lane</i>	DFA
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PSA Birth Certificate (1 original, 1 photocopy)	PSA
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Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
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School ID (for 7 years old and above)	School
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ADDITIONAL REQUIREMENTS FOR MINORS

Accompanied by father:	PSA
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If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	Notary Public
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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:	Notary Public
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Special Power of Attorney designating minor's companion to assist (original)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
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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
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Special Power of Attorney designating minor's companion to assist (original)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
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Affidavit of Support and Consent executed by the mother (original)

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

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>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	seven working days or twelve working days (COs outside Metro Manila)
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5.2 Verify all details in passport are correct.

5.3 Sign on signature pad.	20 minutes waiting time
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10 minutes

Total

PHP 950.00 for regular <u>or</u> PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
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Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);
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(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Releasing: 30 minutes
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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
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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
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original)	BI
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For minor applicants: Notary Public

Relevant Police Station

Some additional requirements stated above may be required depending on the case of the applicant

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	None	20 minutes waiting time	Encoders

	4.1 scan pertinent documents		10 minutes	
	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 Cancel old passport		20 minutes waiting time	
5.2 Verify all details in passport are correct.			10 minutes	
5.3 Sign on signature pad.				
5.4 present old passport for cancellation				
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)	Processing: 6 working days or 12 working days (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	

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
8. Senior citizens	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)
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 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
		Persons with Disability Affairs

PWD ID (present original and 1 photocopy)	Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
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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	passport.gov.ph
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Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	Philippine Statistics Authority (PSA)
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2.2. A travelling companion	Printed Application Form with E-Receipt	passport.gov.ph
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Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	Airline/Hotel
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3. Pregnant women	Printed Application Form with E-Receipt	passport.gov.ph
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Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
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4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
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PSA Birth Certificate as proof of age (present original and 1 photocopy)	Philippine Statistics Authority (PSA)
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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	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.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.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)
	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.pa ssport.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)

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)	
For dual citizens:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	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
PSA Authenticated Certificate of No Birth Record	Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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)	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 passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
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PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	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>	Notary Public
Affidavit of Explanation and travel records (original)	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 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	<i>Information and Public Assistance Officer</i>
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	<i>Information and Public Assistance Officer</i>
4. Wait for the issuance of queueing number in the front desk	4. 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>
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. Receive the queuing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i>
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 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification			Note: The processors are assigned on each designated window on a rotational basis daily.
6.1.1 If the Look-Out List (LOL) has been lifted by the Passport	6.2 If all the documents are complete, inquire if the applicant would			

Division, return back to the Processor	<p>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> <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>	5 minutes	Cashier

		* For mutilated, lost valid or expired electronic passport		
8. Proceed to the Encoding Area	8. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents	None	15 minutes	<i>Encoder</i>
	8.1 Save the data of the applicant			
8.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	8.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.			
9. Return on the tentative release date indicated on the official receipt and present the original official receipt	9. Receive the official receipt then verify and locate the passport	None	10 minutes	<i>Releasing Personnel</i>
9.1 Receive the passport	9.1 Issue the passport to the applicants			
Total		Php 1,200 (or Php 950)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired		

electronic
passport)

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; Employee's personal file
Revised 1984) in duplicate

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: Hospital or Clinic

-Medical Certificate

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 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	None	1 day	<i>Communications Officer</i>

	employment 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- 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 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	None	1 day	<i>Communications Officer</i>

	Travel prepared by DFA-HRMO in Manila and transmitted via pouch			
TOTAL		None	20 days	

FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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;
ncrnortheast.so@dfa.gov.ph

*Contact Information
of OCA
Divisions/Sections,*

*Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763*

*Presidential
Complaints Center
(PCC),*

Presidential Complaints Center: 8888

*CSC Contact Center
ng Bayan (CCB),*

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

*Anti-Red Tape
Authority (ARTA)*

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

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

- Original document issued by the NBI with dry seal
- NBI
- Note: Personal copy is not valid.*

36. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records

- Original document issued by PSA/NSO
 - For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA
- PSA
- Local Civil Registrar's Office

Note: Provide LCR copy if entries from PSA/NSO are unclear.

37. School documents

- | | |
|--|--|
| i. Elementary and High School Level (Form 137 and/or Diploma) | |
| • Certified True Copy from the school | Elementary/High School |
| • 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) | |
| • Certified True Copy from the school | Technical/Vocational School |
| • 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) | |
| • Certified True Copy from the school | Private/Local College/University |
| • Certification, Authentication and Verification (CAV) from CHED | CHED Office which has jurisdiction over the school |
| l. State Universities and Colleges (TOR and/or Diploma) | |
| • Certified True Copy and Certification, Authentication and Verification from the school | State University/College |

38. PRC document/s

- | | |
|--------------------------------|-----|
| • Certified True Copy from PRC | PRC |
|--------------------------------|-----|

39. Medical Certificate/s

- | | |
|---|-----|
| e. For employment | |
| • DOH stamp per document | DOH |
| f. For other purposes | |
| • Certification issued by DOH with attached Medical Certificate | DOH |

40. CAAP document/s

- | | |
|---------------------|------|
| • Certified by CAAP | CAAP |
|---------------------|------|

41. Driver's License

- | | |
|-----------------|------------------------|
| • Certification | LTO (main branch only) |
|-----------------|------------------------|

42. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity

- | | |
|---|--|
| • Notarized Affidavit stating necessary factual circumstances and indicating attachments | Notary Public |
| • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized | Regional Trial Court which has jurisdiction over the notary public |

- signatories (issued by the Regional Trial Court)
43. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit
- 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)
44. Court document/s (Decision, Resolution, Order)
- Certified True Copy from the court
45. Immigration Record/s
- Certified by BI
46. DSWD Clearance
- Original document issued by DSWD
47. Police Clearance/Sundry
- Original document issued by PNP
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
49. Barangay Clearance/Certificate
- Mayor's certification/clearance
50. Export document/s
- Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document
51. Issuances by Philippine Embassy / Consulate to be used abroad

Regional Trial Court which has jurisdiction over the notary public

Court where the case was filed

BI

DSWD

Police Station

SEC / DTI / BIR / SSS / BPLO

Mayor's Office

PCCI / DOH / DA / BFAD

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	<i>Information and Public Assistance Officer</i>
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 requirements and procedures. 2.1 Issue queuing number and provide application form to be filled out by applicant/ representative	-	5 minutes	<i>Authentication Processor</i>
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.		2 Working Days and 6 Working Hours)	<i>Authentication Backend</i>

6.1 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)

*Authentica
tion
VAFIS
Personnel*

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>Authentica tion Releasing Personnel</i>
3. Check accuracy and completeness of authenticated document/s received.	3. Provide Client Feedback Form to the applicant/ representative	-		

TOTAL:

Regular: Regular: 3 Days

PHP100
per
document

Expedite: 1
Working Day

Expedite:
PHP200
per
document

Releasing of Pending and Correction documents

1. Proceed to the Pending and Correction window for evaluation.	3. 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>Authentica tion 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>Authentica tion 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>Authentica tion Releasing Personnel</i>

4. Provide Client Feedback Form to the applicant/ representative.

4. Check accuracy and completeness of authenticated / Apostille document/s received.

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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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	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	Encoders
5. On the estimated date of release, proceed to the Releasing Section	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</i>	Releasing Officer

5.1 Place receipt in designated box and wait for name to be called.

working days
(COs outside Metro Manila)

5.2 Verify all details in passport are correct.

20 minutes
waiting time

5.3 Sign on signature pad.

10 minutes

Total

PHP 950.00 for regular or PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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

passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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).

ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost

Notary Public

Police Report

Relevant Police Station

PSA Birth certificate (if no photocopy of passport)

PSA

Valid ID

SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss

Notary Public

PSA Birth certificate (if no photocopy of passport)

PSA

Valid ID

SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document:

Notary Public

Affidavit of Explanation and travel records (original)

BI

For minor applicants:

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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 20 minutes waiting time	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents	None	10 minutes 20 minutes waiting time	Encoders

	4.2 capture applicant's photo and biometrics		10 minutes	
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.				
5.4 present old passport for cancellation			10 minutes	
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)	Processing: 6 working days or 12 working days (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	

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
9. Senior citizens	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)
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 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
	PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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.p assport.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.p assport.gov.ph
	Valid employment contract (present original and 1 photocopy)	Agency/Employ er

	Printed Application Form with E-Receipt or Printed Application Form through OPAS	passport.gov.ph onlineappform.p assport.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.	Agency/Employ er
7. Exceptional and emergency cases	(present original and 1 photocopy) (present original and 1 photocopy) Printed Application Form through OPAS	onlineappform.p assport.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
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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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers_(original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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
PSA Authenticated Certificate of No Birth Record	Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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)	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 passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
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PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	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>	Notary Public
Affidavit of Explanation and travel records (original)	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 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	<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 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. Receive the queuing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i>
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			Note: The processors are assigned on each designated window on a rotational basis daily.
5.1.1 If the Look-Out List (LOL) has been	5.2 If all the documents are complete, inquire if			

lifted by the Passport Division, return back to the Processor

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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

		Penalty fee – PHP 350.00		
		* For mutilated, lost valid or expired electronic passport None	15 minutes	<i>Encoder</i>
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 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 8.1 Issue the passport to the applicants	None	10 minutes	<i>Releasing Personnel</i>
8.1 Receive the passport				
Total		Php 1,200 (or Php 950)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired electronic passport)		

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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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- 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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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 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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident

- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

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

- Original document issued by the NBI with dry seal

NBI

Note: Personal copy is not valid.

53. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records

- Original document issued by PSA/NSO
- For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA

PSA

Local Civil Registrar's Office

Note: Provide LCR copy if entries from PSA/NSO are unclear.

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• Certification, Authentication and Verification (CAV) from DepEd Regional Office	Elementary/High School 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• Certification, Authentication and Verification (CAV) from TESDA	Technical/Vocational School 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• Certification, Authentication and Verification (CAV) from CHED	Private/Local College/University 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• 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)	Notary Public 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
- 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)
61. Court document/s (Decision, Resolution, Order)
- Certified True Copy from the court
62. Immigration Record/s
- Certified by BI
63. DSWD Clearance
- Original document issued by DSWD
64. Police Clearance/Sundry
- Original document issued by PNP
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
66. Barangay Clearance/Certificate
- Mayor's certification/clearance
67. Export document/s
- Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document
68. Issuances by Philippine Embassy / Consulate to be used abroad

Regional Trial Court which has jurisdiction over the notary public

Court where the case was filed

BI

DSWD

Police Station

SEC / DTI / BIR / SSS / BPLO

Mayor's Office

PCCI / DOH / DA / BFAD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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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 | 2. Verify the appointment and | None | 5 minutes | Information and Public |
|------------------------|-------------------------------|------|-----------|------------------------|

	email and fill out the Health Declaration Form	issue a HDF for the applicant to fill out.			<i>Assistance Officer</i>
3.	Present document/s for authentication for initial evaluation at the Authentication Information Counter.	3. Conduct initial evaluation on the document/s and answer queries concerning authentication requirements and procedures. 3.1 Issue queuing number and provide application form to be filled out by applicant/ representative	-	5 minutes	<i>Authentication Processor</i>
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.		2 Working Days and 6 Working Hours)	<i>Authentication Backend</i>

7.1 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)

*Authentication
n
VAFIS
Personnel*

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 n Releasing Personnel</i>
3. Check accuracy and completeness of authenticated document/s received.	3. Provide Client Feedback Form to the applicant/ representative	-		

TOTAL:

Regular: Regular: 3 Days

PHP100
per
document

Expedite: 1
Working Day

Expedite:
PHP200
per
document

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	-	10 minutes	<i>Authentication Releasing Personnel</i>
	1.1 Advise applicant/ representative to wait at the Pending and Correction area.			
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.	-	5 minutes	<i>Authentication Releasing Personnel</i>
	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.			

4. Provide Client Feedback Form to the applicant/ representative. -

4. Check accuracy and completeness of authenticated / Apostille document/s received.

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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_ (original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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> 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); seven working days or twelve working days</i>	<i>Releasing Officer</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.

(COs outside Metro Manila)

5.3 Sign on signature pad.

20 minutes waiting time

10 minutes

Total

PHP 950.00 for regular or PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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 passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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

Notary Public

Police Report

Relevant Police Station

PSA Birth certificate (if no photocopy of passport)

PSA

Valid ID

SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss

Notary Public

PSA Birth certificate (if no photocopy of passport)

PSA

Valid ID

SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original)

BI

For minor applicants:

Notary Public

Relevant Police Station

Some additional requirements stated above may be required depending on the case of the applicant

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 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 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>
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				
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	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	

expired electronic
passport)

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
10. Senior citizens	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)
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 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
	PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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.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)

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
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)	
For dual citizens:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers (original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	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

PSA Authenticated Certificate of No Birth Record Notary Public

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 School

Baptismal Certificate Relevant Church

NBI Clearance NBI

CORE REQUIREMENTS FOR MINORS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane* 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) 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: 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

Renewal Adult Applicants

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

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	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>	Notary Public
Affidavit of Explanation and travel records (original)	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 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	<i>Information and Public Assistance Officer</i>
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	<i>Information and Public Assistance Officer</i>
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	<i>Information and Public Assistance Officer</i>
6. Wait for the number to be called inside the processing area	6. Verify if the applicant is included in the Department's Look-Out-List (LOL) 6.1 Forward the passport application forms to the Processing Counter	None	15 minutes	<i>Verifier</i>
7. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents	7. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i>
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	7.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 7.2 If all the documents are complete, inquire if			Note: The processors are assigned on each designated window on a rotational basis daily.

7.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor

the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.

7.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport

7.2.2 If the applicant opted for delivery, cancel the old passport

7.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details

8. Pay the required fees at the Cashier

8. Accept the payment based on the amount indicated in the official receipt

Express processing fee – PHP 1,200.00

5 minutes

Cashier

8.1 Give the validated official receipt to the applicant

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

		Penalty fee – PHP 350.00		
		* For mutilated, lost valid or expired electronic passport None		
9. Proceed to the Encoding Area	9. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents		15 minutes	<i>Encoder</i>
	9.1 Save the data of the applicant			
9.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	9.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.			
10. Return on the tentative release date indicated on the official receipt and present the original official receipt	10. Receive the official receipt then verify and locate the passport	None	10 minutes	<i>Releasing Personnel</i>
10.1 Receive the passport	10.1 Issue the passport to the applicants			
Total		Php 1,200 (or Php 950)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or		

expired
electronic
passport)

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: 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: Hospital or Clinic

-Medical Certificate

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
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			G TIME	
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-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	None	3 days	<i>Administrative Officer</i>
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 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

How to send feedback?

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.

How feedbacks are processed?

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.

*How to file a
complaint?*

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:

- Name of person being complained of
- Incident
- Evidence

*How complaints are
processed?*

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.

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.

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

*Contact Information
of OCA
Divisions/Sections,*

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center: 8888

*Presidential
Complaints Center
(PCC),*

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

*CSC Contact Center
ng Bayan (CCB),*

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

*Anti-Red Tape
Authority (ARTA)*

**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	

<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> <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.1.7. 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

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	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	
<p>B.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>
B.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 mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
<p>B.1.4. 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
<p>B.1.5. 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.1.6. 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	
<p>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</p>	
<p>B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier</p>	Cashier
B.2 Child born is more than one (1) year old	
<p>B.1.2. 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>
B.1.3. 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
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 - 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
<p>B.1.10. Five (5) recent passport size photos of the child</p>	Client
<p>B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	Any notary public
<p>B.1.12. Notarized Affidavit of Delayed Registration</p>	Any notary public
<p>B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-</p>	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	
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	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.1.7 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) -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	Client

<p>certificate of naturalization of parents and 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>	
D.2 In case the party seeking registration the child born more than one (1) year old	
<p>D.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>D.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) 	<p>Issuing Authority where the applicant was born</p>
<p>D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	<p>Philippine Statistics Authority</p>
<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>	<p>Issuing Authority where the applicant was born</p>
<p>D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate</p>	<p>Philippine Statistics Authority/ Issuing Authority where the marriage took place</p>
<p>D.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</p>	<p>Client</p>

valid id or recent passport	
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 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"> • 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 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	
<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) 	Issuing Authority where the applicant was born

<ul style="list-style-type: none"> • Koseki Tohon (latest Family Registry) 	
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> <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
E.2.10 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>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
<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>	<p>Issuing Authority where the applicant was born</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) 	
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> <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>F.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
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 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>	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</p>	15 minutes	Cashier

		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
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
<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>	Client
A.5. Five (5) recent passport size photos of both parties	Client
<p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p>	Philippine Statistics Authority
<p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p>	Cashier
B. In case party being registered married for more than 1 year	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>	Client

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	
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>
<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	
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	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	

<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> <p>E.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>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	

<p>F.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>
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) Birth Certificate of Filipino spouse from the PSA Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) Five (5) recent passport size photos of both parties Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	<p>Issuing Authority where the marriage took place</p> <p>Philippine Statistics Authority</p> <p>Foreign Service Post</p> <p>Client</p> <p>Philippine Statistics Authority</p>
<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 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
<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> <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;</p> <p>For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse</p> <p>For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision</p>	

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	<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

		<p>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>		
<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 *USD 50/ *USD 75</p>	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
4. Submit the required documents to CRD Window 1 for initial assessment and verification	4. Receive and check the completeness of the listed requirements	None	10 minutes	CO Registration Officer, for onward transmittal to

	<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>			DFA ASEANA CRD
5. Pay the required consular fees at the second floor Cashier.	<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 <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
6. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.	6. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD

(Applicant to keep the original copy of receipt)	Inform the applicant to follow-up the application between 2 to 4 months 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 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	PSA Notary Public

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)	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 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 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</i>	<i>Releasing Officer</i>

5.1 Place receipt in designated box and wait for name to be called.			(COs outside Metro Manila)	
5.2 Verify all details in passport are correct.			20 minutes waiting time	
5.3 Sign on signature pad.			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 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>	Notary Public Relevant Police Station PSA

<p>Some additional requirements stated above may be required depending on the case of the applicant</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	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 <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 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)	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 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 Administration (OWWA)</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 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; 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: 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>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>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>

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

<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 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	<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), proceed to Passport Division upon the referral of 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	None	15 minutes	<i>Processor</i> 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>	<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>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</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>

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; Employee's personal file
Revised 1984) in duplicate

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: Hospital or Clinic

-Medical Certificate

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-Charge,	None	3 days	<i>Administrative Officer</i>

	<p>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- 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	<p>5. Receive the request letter</p> <p>5.2 Prepare communication for signature of the Officer-In-Charge</p>	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> <p>- Name of person being complained of</p>

	<ul style="list-style-type: none"> - 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 ANGELES- (045) 304 0193 to 94; (045) 304 0195; angeles.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> <i>Authority (ARTA)</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> <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)	
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		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>A.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>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

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	Client

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 re-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	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.1.5. 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.1.6. 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 - 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)	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. 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 <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) -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	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 and above at the time of parent's re-acquisition of	Bureau of Immigration/ Foreign Service Post

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	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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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 <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 Affidavit of Non-submission of document	Client

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 naturalization of parents and 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	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.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> <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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 info.coantipolo@gmail.com with attached scanned copies of requirements	1. To pre-evaluate application 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 under the jurisdiction of the Philippine Embassy in Tokyo</p>	10 minutes	Cashier

		*Addition nal USD 50 translati on fee for those under the jurisdicti 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 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
<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>	Client
A.5. Five (5) recent passport size photos of both parties	Client
<p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p>	Philippine Statistics Authority
<p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p>	Cashier
B. In case party being registered married for more than 1 year	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>	PSA

	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
<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
<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>	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	
<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>
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 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 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/	Client

<p>permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p>	
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 <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 <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 	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) *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.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:	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>	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 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	<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 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</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD

	on the result of Post action/ verification			
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 <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 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,	2. Verify the appointment and	None	5 minutes	Information Officer

present the email appointment and fill out the Health Declaration Form	issue/collect the HDF			
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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.	<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	

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 ANTIPOLLO
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)	Local Civil Registry PSA

Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
<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>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)		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		
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 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)		
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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	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
3. 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
4. On the day of scheduled appointment, proceed to Verification Section and present printed	2. receive required documents	None	<i>*Applicant must be at the consular office 30 minutes before the</i>	Verifiers

passport application form and valid ID	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. 5.4 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;	

	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	
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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		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	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	passport.gov.ph

	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)
	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>
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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: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	<p>Bureau of Immigration (BI)</p> <p>Foreign Service Posts (FSPs)</p>

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
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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	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 queueing 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 release date of 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>

	<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>			
8. Return on the tentative release date indicated on the official receipt and present the original official receipt 8.1 Receive the passport	<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- 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
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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
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-Certificate of Clearance from Accountabilities

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
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- 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	<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- 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>	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

	<p>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 ANTIPOLLO- (02) 8242 4797; antipolo.co@dfa.gov.ph</p>
<i>Contact Information of OCA Divisions/Sections,</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>

<i>Presidential Complaints Center (PCC),</i>	<i>Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i>
<i>CSC Contact Center ng Bayan (CCB)</i> ,	Presidential Complaints Center: 8888 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
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		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>A.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>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

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	Client

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 <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	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.1.5. 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.1.6. 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) <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)	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. 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 <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) -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	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 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	
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	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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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 <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"> • 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 -Photocopy of the passport datapage/ travel 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	Client

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 naturalization of parents and 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	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.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> <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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier

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	<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 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 (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
<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>	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	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>	PSA

	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
<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
<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>	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	
<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>
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 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 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/	Client

<p>permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p>	
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 <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 <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 	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) *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.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:	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 Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) <p style="text-align: right;">Juri</p>	
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 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	<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.	3. Accept the payment based on the required consular fee/s.	USD25 (To be paid in Philippi)	10 minutes	Cashier

	3.1 Give the validated official receipt to the applicant.	<p>ne 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</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	31 minutes	

	*USD 50/ * USD 75		
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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.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	2. Verify the appointment and	None	5 minutes	Information Officer

appointment and fill out the Health Declaration Form	issue/collect the HDF			
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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>	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	

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

<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 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>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>
<p>Adoption papers (present original, 1 photocopy)</p>	<p>Relevant Court</p>
<p>PSA certificate of foundling (present original, 1 photocopy)</p>	<p>PSA</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	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 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	
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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 <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)		PSA		
Valid ID		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>		Notary Public		
Affidavit of Explanation and travel records (original)		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		
<i>*Some additional requirements stated above may be required to some applicants depending on their case.</i>		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	*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 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	
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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 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 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	passport.gov.ph Airline/Hotel

	Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	
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</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>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.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>

	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 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	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	
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	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> 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	<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	3. Issue a queuing number for the qualified applicant.	None	5 minutes	<i>Information and Public Assistance Officer</i>

number in the front desk	3.1 Forward the filled-out passport application forms to 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 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 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</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</p>	5 minutes	<i>Cashier</i>

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
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ADDITIONAL REQUIREMENTS

If application for vacation leave exceeds 30 calendar days and for leave to be	Administrative Officer Financial Analyst Property Officer
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spent abroad regardless of the number of Records Officer days:

-Certificate of Clearance from Accountabilities

If application for sick leave is filed in Hospital or Clinic advance or exceeding five (5) days:

-Medical Certificate

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- 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.
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	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;</p> <p>CO BACOLOD- (034) 8441 2681; (034) 8441 2675; bacolod.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: 88344000 local 2106/2266;</i></p> <p><i>Passport Division: 86519400;</i></p> <p><i>Courtesy Lane Section: 86519417;</i></p> <p><i>Consular Records Division: 88367744;</i></p> <p><i>Diplomatic and Official Passport Section: 8651-9419; or</i></p> <p><i>Visa Division: 88367763</i></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>
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**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		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>A.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>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

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	Client

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	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.1.5. 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.1.6. 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) <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)	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. 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 <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) -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	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 and above at the time of parent's re-acquisition of	Bureau of Immigration/ Foreign Service Post

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"> • 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	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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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 <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"> • 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 -Photocopy of the passport datapage/ travel 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	Client

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 naturalization of parents and 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	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.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> <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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier

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	<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 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 (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
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
<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>	Client
A.5. Five (5) recent passport size photos of both parties	Client
<p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p>	Philippine Statistics Authority
<p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p>	Cashier
B. In case party being registered married for more than 1 year	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>

	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	
<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
<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>	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	
<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>
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 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 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/	Client

<p>permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p>	
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 <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 <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
<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) 	
<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) 	
<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) *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.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:	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>	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 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	<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 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</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD

	on the result of Post action/ verification			
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	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 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	2. Verify the appointment and	None	5 minutes	Information Officer

appointment and fill out the Health Declaration Form	issue/collect the HDF			
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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>	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	

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:	Notary Public

Affidavit of Explanation and travel records (original)	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	*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	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 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	Notary Public

Police Report PSA Birth certificate (if no photocopy of passport) Valid ID		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	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. 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	Releasing Officers

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- BAGUIO		
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 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 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	passport.gov.ph Airline/Hotel

	Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	
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</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>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.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>

	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 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	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	
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	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> 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 baguio.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	3. Issue a queueing number for the qualified applicant.	None	5 minutes	<i>Information and Public Assistance Officer</i>

number in the front desk	3.1 Forward the filled-out passport application forms to 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 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 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</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</p>	5 minutes	<i>Cashier</i>

		electronic passport		
<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- 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
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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
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-Certificate of Clearance from Accountabilities

If application for sick leave is filed in advance or exceeding five (5) days:	Hospital or Clinic
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-Medical Certificate

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 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- 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	<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- 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 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

	<p>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 BAGUIO - (074) 8422 1465; (074) 8442 2258; baguio.rco@dfa.gov.ph</p>
<i>Contact Information of OCA Divisions/Sections,</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>

<i>Presidential Complaints Center (PCC),</i> <i>CSC Contact Center ng Bayan (CCB)</i> <i>,</i> <i>Anti-Red Tape Authority (ARTA)</i>	<i>Consular Records Division: 88367744;</i> <i>Diplomatic and Official Passport Section: 8651-9419; or</i> <i>Visa Division: 88367763</i> Presidential Complaints Center: 8888 CSC Contact Center ng Bayan: 0908-881-6565 (SMS) Anti-Red Tape Authority: 8478-5091/ 8478-5099
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**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		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>A.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>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

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	Client

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	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.1.5. 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.1.6. 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) <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)	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. 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 <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) -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	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 and above at the time of parent's re-acquisition of	Bureau of Immigration/ Foreign Service Post

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"> • 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 <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.1.6 Passport of parents (valid at the time of the birth of the child) <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.1.7 Passport of parents (current/ valid passports) <p>-Photocopy of passport datapage</p>	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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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 <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">• 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 -Photocopy of the passport datapage/ travel 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	Client

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
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	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.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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 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

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 under the jurisdiction of the Philippine Embassy</p>	10 minutes	Cashier

		y in <i>Tokyo</i>		
		*Additio nal USD 50 translati on fee for those under the jurisdicti 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)

<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 <div> A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA </div> <div> A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation </div>	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	PSA

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	
<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
<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>	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	
<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>
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>	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	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	

<p>F.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>
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
<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 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
<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> <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;</p> <p>For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse</p> <p>For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision</p> <p>For Widowed Foreign Spouse-submit Death Certificate of previous spouse</p>	

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	<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 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</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD

	on the result of Post action/ verification			
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 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 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
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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</p>	10 minutes	Cashier

		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 BUTUAN
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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

<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 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 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 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	
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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)		PSA		
Valid ID		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>		Notary Public		
Affidavit of Explanation and travel records (original)		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	*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 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	
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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
		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)

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 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	passport.gov.ph Airline/Hotel

	Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	
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</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>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.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>

	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 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	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	
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	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> 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	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. 5.2.1 If the applicant opted for	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.

	<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> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or</p>	5 minutes	Cashier

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; Employee's personal file
Revised 1984) in duplicate

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:
Hospital or Clinic

-Medical Certificate

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	None	3 days	Administrative Officer

	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- 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	<i>Administrative Officer</i>
	2. Transmit to DFA-HRMO and wait	None	16 days	<i>Communications Officer</i>

	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- 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	None	16 days	<i>Communications Officer</i>

	wait for arrival of 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>	<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 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>, 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		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>A.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>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

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	Client

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	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.1.5. 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.1.6. 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) <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)	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. 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 <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) -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	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 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	
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"> • 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 <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.1.6 Passport of parents (valid at the time of the birth of the child) <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.1.7 Passport of parents (current/ valid passports) <p>-Photocopy of passport datapage</p>	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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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 <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">• 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 -Photocopy of the passport datapage/ travel 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	Client

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
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	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.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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier

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	<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>	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 (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
<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>	Client
A.5. Five (5) recent passport size photos of both parties	Client
<p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p>	Philippine Statistics Authority
<p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p>	Cashier
B. In case party being registered married for more than 1 year	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>

	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
<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
<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>	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	
<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>
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 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 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/	Client

<p>permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p>	
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 <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 <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
<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) 	
<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) 	
<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) *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.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:	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>	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 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 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.	3. Accept the payment based on the required consular fee/s.	USD25 (To be paid in	10 minutes	Cashier

	<p>3.1 Give the validated official receipt to the applicant.</p>	<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>		
<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	
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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	<i>Information Officer</i>
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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</p>	10 minutes	Cashier

		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 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	FSPs

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)	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

<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

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>Staff,</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>	Verifiers

			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 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 or	

	appointment date)	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 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	Notary Public

Police Report		Relevant Police Station		
PSA Birth certificate (if no photocopy of passport)		PSA		
Valid ID		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)		PSA		
Valid ID		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>		Notary Public		
Affidavit of Explanation and travel records (original)		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 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	<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. check receipt and locate passport 5.1 release the passport 5.2 Cancel old 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 Officers</i>

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- CAGAYAN DE ORO		
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 Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of

A senior citizen may be accompanied by one (1) adult companion, provided that they are:		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	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	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</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>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.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>

	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 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	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	
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	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> 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 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.	None	5 minutes	Information and Public Assistance Officer

	3.1 Forward the filled-out passport application forms to 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 queueing 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> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired</p>	5 minutes	Cashier

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; Employee's personal file
Revised 1984) in duplicate

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:

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	Administrative Officer
6. Wait for advice from the Administrative	2. Compute and certify the leave credits of personnel	None	3 days	Administrative Officer

Officer on the approval of application for leave	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			
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
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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
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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>

<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 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)	
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		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>A.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>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

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	Client

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 re-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	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.1.5. 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.1.6. 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) <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)	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. 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 <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) -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	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 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	
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 <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.1.6 Passport of parents (valid at the time of the birth of the child) <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.1.7 Passport of parents (current/ valid passports) <p>-Photocopy of passport datapage</p>	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"> ● 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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
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"> • 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 Affidavit of Non-submission of document	Client

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 naturalization of parents and 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	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.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
<p>E.2.4 PSA Negative Certification of Birth</p> <p>Record (CRS Form no. 1)</p>	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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier

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	<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. 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 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 (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)
<i>Item 20 should be notarized by any notary public</i>	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>	Client
A.5. Five (5) recent passport size photos of both parties	Client
<p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p>	Philippine Statistics Authority
<p>A.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p>	Cashier
B. In case party being registered married for more than 1 year	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>

	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
<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
<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>	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	
<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>
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 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 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/	Client

<p>permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p>	
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 <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 <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
<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) 	
<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) 	
<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) *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.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:	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>	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 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 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.	3. Accept the payment based on the required consular fee/s.	USD25 (To be paid in	10 minutes	Cashier

	<p>3.1 Give the validated official receipt to the applicant.</p>	<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>		
<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	
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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</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	

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

<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 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>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 5.1 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	
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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

<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 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	*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 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	
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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
7. Senior citizens		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)

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 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	passport.gov.ph Airline/Hotel

	Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	
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</p> <p>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</p> <p>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</p> <p>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>

	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 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	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	
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	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> 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 calasiao.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	3. Issue a queueing number for the qualified applicant.	None	5 minutes	Information and Public Assistance Officer

number in the front desk	3.1 Forward the filled-out passport application forms to 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 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 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</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</p>	5 minutes	Cashier

		electronic passport		
<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- 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
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ADDITIONAL REQUIREMENTS

If application for vacation leave exceeds 30 calendar days and for leave to be	Administrative Officer Financial Analyst Property Officer
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spent abroad regardless of the number of Records Officer days:

-Certificate of Clearance from
Accountabilities

If application for sick leave is filed in Hospital or Clinic
advance or exceeding five (5) days:

-Medical Certificate

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
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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>	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.
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<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 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>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><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
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	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	3. Evaluate if documents presented by the applicant/ representative are complete and in	-	30 minutes	Authentication Processor

letter (for representatives) to the Processor for evaluation.	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.			
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	<i>Cashier</i>
	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 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. 3. Provide Client Feedback Form to the applicant/ representative	-	5 minutes	<i>Authentication</i> <i>Releasing Personnel</i>
3. Check accuracy and completeness of authenticated document/s received.		-		
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	1. Interview applicant/ representative and review the	-	10 minutes	<i>Authentication</i>

Correction window for evaluation.	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. 4. Provide Client Feedback Form to the applicant/ representative.	-	5 minutes	<i>Authentication Releasing Personnel</i>
4. Check accuracy and completeness of 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 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			
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	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.2.2 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-	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	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.1.5. 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.1.6. 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	

<p>B.1.2. 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>
B.1.3. 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
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 - 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) -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 <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) -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

<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
<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 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 <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"> • 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 -Photocopy of the passport datapage/ travel 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 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	Cashier

<p>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>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"> • 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>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</p>	<p>Issuing Authority where the applicant was born</p>
<p>E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	<p>Philippine Statistics Authority</p>
<p>E.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>

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	Any notary public/ Local Civil Registrar/ 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 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> <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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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: <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
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	Client

Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	
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 cebu.rco@dfa.gov.ph attaching a scanned	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>

copy of the requirements				
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</p>	10 minutes	Cashier

		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		
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		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		
A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA		PSA
A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation		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		Client
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		
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		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.2. Marriage Certificate	Issuing Authority where the marriage took place
<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	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	
<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	

<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>	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	
<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>
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	
<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
<p>D.1.3. Birth Certificate of both parties</p> <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>	Client

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	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	
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 <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
<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 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
F.1.4 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.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 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 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:	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.	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	4. Attach the 5 photocopies of validated receipt to	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD

and five 5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	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			
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 <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
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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
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</p>	10 minutes	Cashier

		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	

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) 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:	Notary Public

Affidavit of Explanation and travel records (original)	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 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	*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 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> Affidavit of Lost	Notary Public

Police Report PSA Birth certificate (if no photocopy of passport) Valid ID		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 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. 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	Releasing Officers

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- 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

<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>
<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	<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	<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>passport.gov.ph</p> <p>Notary Public or Philippine</p>

	Special Power of Attorney (1 original)	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 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.pas 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.pas 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.passport.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 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	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	
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	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> 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	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.	None	5 minutes	Information and Public Assistance Officer

	3.1 Forward the filled-out passport application forms to 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 queueing 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> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired</p>	5 minutes	<i>Cashier</i>

		electronic passport		
<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- 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	None	3 days	Administrative Officer

	<p>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- 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	PROCESSING 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	<i>Administrative Officer</i>
	18. Transmit to DFA-HRMO and wait for arrival of	None	16 days	<i>Communications Officer</i>

	the document through pouch			
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	<i>Communications Officer</i>
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	None	16 days	<i>Communications Officer</i>

	the document through pouch			
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>	<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 CEBU - (032) 8520 6551; (032) 8520 6550; cebu.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
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)	
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		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>A.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>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

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	Client

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	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.1.5. 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.1.6. 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) <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)	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. 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 <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) -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	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 and above at the time of parent's re-acquisition of	Bureau of Immigration/ Foreign Service Post

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	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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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 <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 Affidavit of Non-submission of document	Client

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 naturalization of parents and 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	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.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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier

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 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 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 (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
<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>	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	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>	PSA

	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
<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
<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>	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	
<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>
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 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 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/	Client

<p>permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p>	
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 <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 <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
<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 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) Five (5) recent passport size photos of both parties Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	
F.1.4 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.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:	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>	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 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 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</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD

	on the result of Post action/ verification			
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	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 clarin.co@dfa.gov.ph attaching a scanned	1. To pre-evaluate and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk

copy of the requirements				
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.	<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</p>	10 minutes	Cashier

		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 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)	Local Civil Registry PSA

Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
<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>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) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	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	*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)		
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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	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 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	None	*Applicant must be at the consular office 30 minutes before the	Verifiers

passport application form and valid ID	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. 5.4 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> 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	
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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
9. 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	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>
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	Printed Application Form with E-Receipt	passport.gov.ph

	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.pas 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.pas 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.pas 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.pasport.gov.ph Written request from the applicant and approval from the Department of Foreign Affairs (DFA)
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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 <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>
<p>Adoption papers (present original, 1 photocopy)</p>	<p>Relevant Court</p>
<p>PSA certificate of foundling (present original, 1 photocopy)</p>	<p>PSA</p>
Renewal Adult Applicants FOR MINOR APPLICANTS	
<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>Current ePassport with photocopy of data page</p>	<p>DFA</p>
<p>Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy</p>	<p>DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID</p>

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
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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

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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 queueing 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 release date of 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>

	<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- 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
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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
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-Certificate of Clearance from Accountabilities

If application for sick leave is filed in advance or exceeding five (5) days:	Hospital or Clinic
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-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	<i>Administrative Officer</i>
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	<i>Administrative Officer</i>
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>	Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of

	<p>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 CLARIN - (088) 8530 5312; clarin.co@dfa.gov.ph</p>
<i>Contact Information of OCA Divisions/Sections,</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>

<i>Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</i>	<i>Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i> Presidential Complaints Center: 8888 CSC Contact Center ng Bayan: 0908-881-6565 (SMS) Anti-Red Tape Authority: 8478-5091/ 8478-5099
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**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	

<p>A.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>A.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>A.1.7. Passport of parents (current/ valid passports)</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 valid/ recent passport or valid ID (permanent resident card) 	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>

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	Client

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	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.1.5. 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.1.6. 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 <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 -Photocopy of the passport datapage/ travel 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) -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 <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	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: <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.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 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.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)	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>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
<p>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</p>	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
<p>D.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>D.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
<p>D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	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 -Photocopy of the passport datapage/ travel 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 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	Cashier

<p>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>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) 	<p>Issuing Authority where the applicant was born</p>
<p>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</p>	<p>Issuing Authority where the applicant was born</p>
<p>E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	<p>Philippine Statistics Authority</p>
<p>E.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>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 -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</p>	Any notary public/ Local Civil Registrar/ 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 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> <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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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: <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
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	Client

Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	
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 rcocotabato@yahoo.com attaching a	1. To pre-evaluate and set an appointment	None	1 to 2 days	CO Administrative Officer

scanned copy of the requirements				<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 translati</p>	10 minutes	Cashier

		on 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		
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 <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
<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	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	
<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

<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> <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>

	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
<p>D.1.3. Birth Certificate of both parties</p> <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 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>
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client

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	
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

<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> <p>E.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>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) 	
<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 <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 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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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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	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:	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</p>	10 minutes	Cashier

		ion 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	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 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</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 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)	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 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	<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 10 minutes	<i>Releasing Officer</i>
Total		PHP 950.00 for regular or PHP	Application: 1 Hour and 15 minutes;	

	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)	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	
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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
<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	<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>
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</i>	<i>Releasing Officers</i>

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	5.1 release the passport 5.2 Cancel old passport		(COs within Metro Manila); seven working 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- COTABATO	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who May Avail		Where to Get
10. 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)	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)

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	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	<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 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>

	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; 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
<p align="center">ADDITIONAL REQUIREMENTS</p> <p align="center">*on a case to case basis</p>	
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)	
<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>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>
Minor not accompanied by parent/s during application and travel:	Notary Public

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)	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	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 rcocotabato@yahoo.com	1. To set an appointment	None	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 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 names are reflected	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a

<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>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>rotational basis daily.</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>6.1 Give the validated official</p>	<p>Express processing fee – PHP 1,200.00</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>

that all encoded data are correct.	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- 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 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: Hospital or Clinic

-Medical Certificate

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

<i>CSC Contact Center ng Bayan (CCB),</i> <i>Anti-Red Tape Authority (ARTA)</i>	CSC Contact Center ng Bayan: 0908-881-6565 (SMS) Anti-Red Tape Authority: 8478-5091/ 8478-5099
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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		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		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>A.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>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

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	Client

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	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.1.5. 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.1.6. 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
<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 - 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)	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. 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 <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) -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	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 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	
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">• 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	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"> • 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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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 <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"> • 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 -Photocopy of the passport datapage/ travel 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	Client

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 naturalization of parents and 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	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.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> <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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 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	<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>	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 (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		
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>	Client
A.5. Five (5) recent passport size photos of both parties	Client
<p>A.6. Negative Certification of Marriage Record (CRD Form No. 3)</p>	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	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>	PSA

	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
<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>	
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>	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	
<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>
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 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/	Client

<p>permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p>	
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 <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 <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
<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) 	
<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) 	
<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) *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.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:	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>	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 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.	3. Accept the payment based on the required consular fee/s.	USD25 (To be paid in	10 minutes	Cashier

	<p>3.1 Give the validated official receipt to the applicant.</p>	<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>		
<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	
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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 <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 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	2. Verify the appointment and	None	5 minutes	Information Officer

and fill out the Health Declaration Form	issue/collect the HDF			
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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</p>	10 minutes	Cashier

		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 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:	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)	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	<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 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	
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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

<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 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>Staff,</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	*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 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	
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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 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</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>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.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</p>	<p>Agency/Employer</p>

	(364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	
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 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)	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)	
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
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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	<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	<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 picked-up, advise the applicant to return on the release date of 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>

	<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
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 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
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
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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>4. Receive the request letter</p> <p>4.2 Prepare communication for signature of the Officer-In-Charge</p>	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> <p>- Name of person being complained of</p>

	<ul style="list-style-type: none"> - 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>
<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;</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
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	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	3. Evaluate if documents presented by the applicant/ representative are	-	30 minutes	Authentication Processor

ID, and authorization letter (for representatives) to the Processor for evaluation.	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.			
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	<i>Cashier</i>
	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.	<p>2. Check original government issued 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>	-	5 minutes	<i>Authentication</i> <i>Releasing Personnel</i>
3. Check accuracy and completeness of authenticated document/s received.		-		
TOTAL:		<p>Regular: PHP100 per document</p> <p>Expedite: PHP200 per document</p>	<p>Regular: 3 Days</p> <p>Expedite: 1 Working Day</p>	
Releasing of Pending and Correction documents				
1. Proceed to the Pending and Correction	1. Interview applicant/ representative and review the	-	10 minutes	<i>Authentication</i>

<p>window for evaluation.</p>	<p>document/s presented for correction or compliance</p> <p>1.1 Advise applicant/ representative to wait at the Pending and Correction area.</p>			<p><i>Releasing Personnel</i></p>
<p>2. Wait for name to be called at the Pending and Correction area.</p>	<p>2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present.</p>	-	30 minutes	<p><i>Authentication</i></p> <p><i>Releasing Personnel</i></p>
<p>3. Present government issued ID to claim the authenticated document/s.</p>	<p>3. Check original government issued ID of applicant/ representative.</p> <p>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.</p> <p>3.2 Release authenticated/ Apostille document/s to the applicant/ representative.</p> <p>4. Provide Client Feedback Form to the applicant/ representative.</p>	-	5 minutes	<p><i>Authentication</i></p> <p><i>Releasing Personnel</i></p>
<p>4. Check accuracy and completeness of authenticated /</p>				

Apostille document/s received.		-		
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		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 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	

<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>
A.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 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
<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>	Client
<p>A.2.7. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport datapage</p>	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 re-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 re-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
<p>B.1.4. 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
<p>B.1.5. 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.1.6. 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) - 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 <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	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: <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.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 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.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)	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>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
<p>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</p>	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
<p>D.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>D.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
<p>D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	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 -Photocopy of the passport datapage/ travel 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 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	Cashier

<p>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>	
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) 	<p>Issuing Authority where the applicant was born</p>
<p>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</p>	<p>Issuing Authority where the applicant was born</p>
<p>E.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	<p>Philippine Statistics Authority</p>
<p>E.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>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 -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</p>	Any notary public/ Local Civil Registrar/ 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 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> <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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
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: <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
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	Client

Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	
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 davao.rco@dfa.gov.ph attaching a scanned	1. To pre-evaluate the attached requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk

copy of the requirements				
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</p>	10 minutes	Cashier

		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		
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
<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	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	
<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	

<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>	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	
<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>
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	
<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
<p>D.1.3. Birth Certificate of both parties</p> <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>	Client

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	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	
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) 	
<ul style="list-style-type: none"> 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) <p style="text-align: right;">Juri</p>	
<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
<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 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 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.	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	4. Attach the 5 photocopies of validated receipt to	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD

and five 5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	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			
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 <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 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
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	

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) 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 or 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	2. receive required documents 2.1 verify appointment	None	<i>*Applicant must be at the consular office 30 minutes before the</i>	<i>Verifiers</i>

and present printed passport application form and valid ID			<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	<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; Processing: 6 working days or	

	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)	12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes	
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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>				
Affidavit of Lost		Notary Public		
Police Report		Relevant Police Station		
PSA Birth certificate (if no photocopy of passport)		PSA		
Valid ID		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)		PSA		
Valid ID		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>		Notary Public		
Affidavit of Explanation and travel records (original)		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	1. none	PHP 950.00 for regular <u>or</u>	20 minutes	Staff,

http://passport.gov.ph and pays online		PHP 1200 for expedite PHP 50 for convenience fee		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>
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 5.2 Cancel old 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 Officers</i>

5.3 Sign on signature pad.				
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- 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 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	passport.gov.ph Notary Public or Philippine

	Special Power of Attorney (1 original)	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)

	<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 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	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	
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	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> 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	Information and Public Assistance Officer
3. Wait for the issuance of queueing	3. Issue a queueing number for the qualified applicant.	None	5 minutes	Information and Public Assistance Officer

number in the front desk	3.1 Forward the filled-out passport application forms to 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 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 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</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</p>	5 minutes	<i>Cashier</i>

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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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>	<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> <p>- Name of person being complained of</p>

	<ul style="list-style-type: none"> - 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>
<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;</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
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	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>A.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>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

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	Client

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 re-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	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.1.5. 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.1.6. 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 - 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)	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. 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 <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) -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	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 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	
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 <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.1.6 Passport of parents (valid at the time of the birth of the child) <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.1.7 Passport of parents (current/ valid passports) <p>-Photocopy of passport datapage</p>	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"> ● 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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
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 <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"> • 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 -Photocopy of the passport datapage/ travel 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	Client

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 naturalization of parents and 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	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.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> <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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 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 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 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 (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
<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>	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	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>

	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
<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
<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>	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	
<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>
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 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 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/	Client

<p>permanent resident/ copy of visa</p> <p>(if tourist, leisure or business)/ job</p> <p>contract or working permit (if working abroad at the time of marriage)</p>	
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 <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 	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) *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.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:	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>	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 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.	3. Accept the payment based on the required consular fee/s.	USD25 (To be paid in	10 minutes	Cashier

	<p>3.1 Give the validated official receipt to the applicant.</p>	<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>		
<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	
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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.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	<i>Information Officer</i>
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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</p>	10 minutes	Cashier

		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 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	FSPs

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)	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

<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

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>Staff,</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>	Verifiers

			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 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 or	

	appointment date)	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 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 <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	Notary Public

Police Report		Relevant Police Station		
PSA Birth certificate (if no photocopy of passport)		PSA		
Valid ID		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)		PSA		
Valid ID		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>		Notary Public		
Affidavit of Explanation and travel records (original)		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 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. 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	Releasing Officers

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- 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 Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of

A senior citizen may be accompanied by one (1) adult companion, provided that they are:		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	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	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</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>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.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>

	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: 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

<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	
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	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> 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 rcodumaguete@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	3. Issue a queueing number for the qualified applicant.	None	5 minutes	Information and Public Assistance Officer

number in the front desk	3.1 Forward the filled-out passport application forms to 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 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 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</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</p>	5 minutes	<i>Cashier</i>

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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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>	<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> <p>- Name of person being complained of</p>

	<ul style="list-style-type: none"> - 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>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;</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
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)	
<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	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>A.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>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

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	Client

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 re-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	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.1.5. 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.1.6. 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) <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)	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. 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 <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) -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	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 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	
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	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"> ● 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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
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 <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"> • 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 -Photocopy of the passport datapage/ travel 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	Client

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 naturalization of parents and 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	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.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> <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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 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 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 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 (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
<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>	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	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>

	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
<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
<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>	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	
<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>
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 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 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/	Client

<p>permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p>	
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 <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) *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.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:	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>	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 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.	3. Accept the payment based on the required consular fee/s.	USD25 (To be paid in	10 minutes	Cashier

	<p>3.1 Give the validated official receipt to the applicant.</p>	<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>		
<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	
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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 <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 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	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

and fill out the Health Declaration Form				
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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</p>	10 minutes	Cashier

		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) 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

<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>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>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>

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	None	20 minutes waiting time	<i>Encoders</i>

	4.2 capture applicant's photo and biometrics		10 minutes	
<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 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 GENERAL SANTOS
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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	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 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	<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	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 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	
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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 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	<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	<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	<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)	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	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>
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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: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	<p>Bureau of Immigration (BI)</p> <p>Foreign Service Posts (FSPs)</p>
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:	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 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)	None	15 minutes	<i>Verifier</i>

	4.1 Forward the passport application forms to the Processing Counter			
<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 release date of passport</p> <p>5.2.2 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>

	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	<i>Cashier</i>
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- 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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>	<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> <p>- Name of person being complained of</p>

	<ul style="list-style-type: none"> - 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>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;</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
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	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>A.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>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

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	Client

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 re-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	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.1.5. 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.1.6. 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 - 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)	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. 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 <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) -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	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 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	
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 <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.1.6 Passport of parents (valid at the time of the birth of the child) <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.1.7 Passport of parents (current/ valid passports) <p>-Photocopy of passport datapage</p>	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"> ● 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

<p>D.2.6 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 	Client
<p>D.2.7 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
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
<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>	Cashier

*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
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 <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"> • 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 -Photocopy of the passport datapage/ travel 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	Client

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 naturalization of parents and 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	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.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
<p>E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	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-acquired Philippine citizenship, submit certificate of naturalization of parents and 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 	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
<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
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>-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>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</p>	<p>Issuing Authority where the applicant was born</p>

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 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 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 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 (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		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>	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	
<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>
B.2. Marriage Certificate	Issuing Authority where the marriage took place
<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>

	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
<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
<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>	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	
<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>
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 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 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/	Client

<p>permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)</p>	
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 <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 	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) *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.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:	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>	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 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.	3. Accept the payment based on the required consular fee/s.	USD25 (To be paid in	10 minutes	Cashier

	<p>3.1 Give the validated official receipt to the applicant.</p>	<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>		
<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	
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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 <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 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	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

and fill out the Health Declaration Form				
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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</p>	10 minutes	Cashier

		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) 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

<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>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>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>

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	None	20 minutes waiting time	<i>Encoders</i>

	4.2 capture applicant's photo and biometrics		10 minutes	
<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 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 ILOCOS NORTE
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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	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 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	<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>
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	
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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 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	<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	<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	<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)	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	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>
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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: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	<p>Bureau of Immigration (BI)</p> <p>Foreign Service Posts (FSPs)</p>
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation	FSPs

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)	PSA

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
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 sannicolas.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	None	15 minutes	Verifier

	forms to the Processing Counter			
<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 queueing 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 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;</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>

	(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	<i>Cashier</i>
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- 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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>	<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> <p>- Name of person being complained of</p>

	<ul style="list-style-type: none"> - 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>
<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;</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
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)

Notary Public

Item 20 should be notarized by any 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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

B.2 Child born is more than one (1) year old

B.1.2. Five (5) original copies of duly accomplished Report of Birth

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Cashier

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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-

Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-

B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)

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

Issuing Authority where the applicant was born
The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

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
- 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)

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. 9 Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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)

Item 20 should be notarized by any notary public

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

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

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)

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

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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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)
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Item 20 should be notarized by any notary public

Notary Public

E.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 Passport of parents (valid at the time of the birth of the child)

Client

- Photocopy of passport data page
- 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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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 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 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:	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</p>	10 minutes	Cashier

		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 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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
A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	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	Client
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

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 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.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 PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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)

Item 20 should be notarized by any notary public
Notary Public

F.1.2. Advisory on Marriages from PSA
Philippine Statistics Authority

F.1.3. Original documents of the following:

- Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Issuing Authority where the marriage took place
- 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 Philippine Statistics Authority
- * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable
- 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
Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public
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)

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 *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 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 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 the jurisdiction of the Philippine</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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. check receipt and locate 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>	Releasing Officer
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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular or PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 20 minutes waiting time	<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	10 minutes 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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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

G2C – Government to Citizen			
Type of Transaction:	Who May Avail	List of Requirements	Where to Get
11.	Senior citizens	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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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	onlineappform.pa ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired electronic passport)		

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; Employee's personal file
Revised 1984) in duplicate

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:

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	None	3 days	<i>Administrative Officer</i>

	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			
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	<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 receiving copy of the certificate	9. 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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)

Notary Public

Item 20 should be notarized by any 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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

B.2 Child born is more than one (1) year old

B.1.2. Five (5) original copies of duly accomplished Report of Birth

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Cashier

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

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

B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.8 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. 9 Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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)

Item 20 should be notarized by any notary public

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

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

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)

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

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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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)
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Item 20 should be notarized by any notary public

Notary Public

E.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 Passport of parents (valid at the time of the birth of the child)

Client

- Photocopy of passport data page
- 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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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 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:	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</p>	10 minutes	Cashier

		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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation

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

Client

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

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 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.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 PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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 Birth Certificate issued by the PSA.	Authenticated 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)

Item 20 should be notarized by any notary public Notary Public

F.1.2. Advisory on Marriages from PSA Philippine Statistics Authority

F.1.3. Original documents of the following:

- Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Issuing Authority where the marriage took place
- 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 Philippine Statistics Authority
- * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable
- 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 Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public 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)

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 *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 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	<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</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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. 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)	Releasing Officer
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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular **or** PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
12. Senior citizens		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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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	onlineappform.pa ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

B.2 Child born is more than one (1) year old

B.1.2. Five (5) original copies of duly accomplished Report of Birth

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Cashier

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

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

B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.8 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. 9 Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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
-Photocopy of the passport datapage/ travel document -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)	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	
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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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)
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Item 20 should be notarized by any notary public

Notary Public

E.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 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

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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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 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:	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</p>	10 minutes	Cashier

		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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation

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

Client

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

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 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.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

PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation

Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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)
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<i>Item 20 should be notarized by any notary public</i>	Notary Public
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F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
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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) • Birth Certificate of Filipino spouse from the PSA • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) • Five (5) recent passport size photos of both parties • Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | <p>Issuing Authority where the marriage took place</p> <p>Philippine Statistics Authority</p> <p>Foreign Service Post</p> <p>Client</p> <p>Philippine Statistics Authority</p> |
| 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
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<i>Item 20 should be notarized by any notary public</i>	Notary Public
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F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
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F.1.3. Original documents of the following:	Issuing Authority where the marriage took place
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- | | |
|--|--|
| <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	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 *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 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	<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</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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. 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)	Releasing Officer
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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular or PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
13. Senior citizens		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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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.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)
	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.pa ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

B.2 Child born is more than one (1) year old

B.1.2. Five (5) original copies of duly accomplished Report of Birth

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Cashier

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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-

Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-

B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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
- 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

B.1. 9 Passport of parents (current/ valid passports)

-Photocopy of passport datapage

B.1.10. Five (5) recent passport size photos of the child

B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child

B.1.12. Notarized Affidavit of Delayed Registration

Issuing Authority where the applicant was born
The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Client

Any notary public

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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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
-Photocopy of the passport datapage/ travel document -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)	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	
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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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)
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Item 20 should be notarized by any notary public

Notary Public

E.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 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

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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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 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:	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</p>	10 minutes	Cashier

		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 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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
A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	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	Client
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

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 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.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 PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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 Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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 Birth Certificate issued by the PSA.	Authenticated 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)
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<i>Item 20 should be notarized by any notary public</i>	Notary Public
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F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
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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) • Birth Certificate of Filipino spouse from the PSA • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) • Five (5) recent passport size photos of both parties • Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | <p>Issuing Authority where the marriage took place</p> <p>Philippine Statistics Authority</p> <p>Foreign Service Post</p> <p>Client</p> <p>Philippine Statistics Authority</p> |
| 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
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<i>Item 20 should be notarized by any notary public</i>	Notary Public
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F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
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F.1.3. Original documents of the following:	Issuing Authority where the marriage took place
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- | | |
|--|--|
| <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	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 *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 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	<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</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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. 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)	Releasing Officer
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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular or PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 20 minutes waiting time	<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	10 minutes 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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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

G2C – Government to Citizen			
Type of Transaction:	Who May Avail	List of Requirements	Where to Get
14.	Senior citizens	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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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	onlineappform.pa ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

B.2 Child born is more than one (1) year old

B.1.2. Five (5) original copies of duly accomplished Report of Birth

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Cashier

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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-

Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-

B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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
- 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

B.1. 9 Passport of parents (current/ valid passports)

-Photocopy of passport datapage

B.1.10. Five (5) recent passport size photos of the child

B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child

B.1.12. Notarized Affidavit of Delayed Registration

Issuing Authority where the applicant was born
The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Client

Any notary public

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)

Item 20 should be notarized by any notary public

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

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

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)

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

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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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)
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Item 20 should be notarized by any notary public

Notary Public

E.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 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

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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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 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:	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</p>	10 minutes	Cashier

		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 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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
A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	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	Client
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

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 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.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

PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation

Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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)

Item 20 should be notarized by any notary public

Notary Public

F.1.2. Advisory on Marriages from PSA

Philippine Statistics Authority

F.1.3. Original documents of the following:

- 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
- Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)
- Five (5) recent passport size photos of both parties
- Negative Certification of Marriage Record from the PSA
- * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable

Issuing Authority where the marriage took place

Philippine Statistics Authority

Foreign Service Post

Client

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public

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)

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 *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 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	<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</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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. 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)	Releasing Officer
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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular or PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
15.	Senior citizens	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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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	onlineappform.pa ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)

Notary Public

Item 20 should be notarized by any 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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

B.2 Child born is more than one (1) year old

B.1.2. Five (5) original copies of duly accomplished Report of Birth

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Cashier

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

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

B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.8 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. 9 Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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
-Photocopy of the passport datapage/ travel document -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)	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	
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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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:	Issuing Authority where the applicant was born
<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) 	

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 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

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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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:	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</p>	10 minutes	Cashier

		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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation

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

Client

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
- A.5. Five (5) recent passport size photos of both parties
- A.6. Negative Certification of Marriage Record (CRD Form No. 3)
- A.7. Consular Fee: USD 25.00 to be paid in Philippine peso

Client

Philippine Statistics Authority

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

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.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

PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation

Foreign Authority

- B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties

Client

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

- 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)

Item 20 should be notarized by any notary public

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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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 Birth Certificate issued by the PSA.	Authenticated 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)
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<i>Item 20 should be notarized by any notary public</i>	Notary Public
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F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
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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) • Birth Certificate of Filipino spouse from the PSA • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) • Five (5) recent passport size photos of both parties • Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | <p>Issuing Authority where the marriage took place</p> <p>Philippine Statistics Authority</p> <p>Foreign Service Post</p> <p>Client</p> <p>Philippine Statistics Authority</p> |
| 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
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<i>Item 20 should be notarized by any notary public</i>	Notary Public
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F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
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F.1.3. Original documents of the following:	Issuing Authority where the marriage took place
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| <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	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 *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 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	<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</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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

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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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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

PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)

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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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, Project and Information Technology Support</i>
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>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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); seven working days or twelve working days (COs outside Metro Manila)</i>	<i>Releasing Officer</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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular or PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 20 minutes waiting time	<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	10 minutes 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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
16.	Senior citizens	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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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	onlineappform.pa ssport.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)

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 Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA),

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 Foreign Service Posts (FSPs)
photocopy)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers_(original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records BI
(original)

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or PSA
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

PSA Authenticated Certificate of No Birth Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA
Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA
Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

<i>For applicants with lost travel document:</i>	Notary Public
Affidavit of Explanation and travel records (original)	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 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

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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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

Penalty fee – PHP 350.00

* For mutilated, lost valid or

		expired electronic passport None	15 minutes	<i>Encoder</i>
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			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired electronic passport)		

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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	<p>10. Receive the request letter</p> <p>10.2 Prepare communication for signature of the Officer-In-Charge</p>	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	<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 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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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

- Original document issued by the NBI with dry seal

NBI

Note: Personal copy is not valid.

70. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records

- Original document issued by PSA/NSO
- For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA

PSA

Local Civil Registrar's Office

Note: Provide LCR copy if entries from PSA/NSO are unclear.

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 • Certification, Authentication and Verification (CAV) from DepEd Regional Office 	<p>Elementary/High School</p> <p>DepEd Regional Office which has jurisdiction over the school</p>
r. Technical and Vocational Courses (TOR and/or Diploma/National Certificate)	
<ul style="list-style-type: none"> • Certified True Copy from the school • Certification, Authentication and Verification (CAV) from TESDA 	<p>Technical/Vocational School</p> <p>TESDA Office which has jurisdiction over the school</p>
s. Private/Local Colleges and Universities (TOR and/or Diploma)	
<ul style="list-style-type: none"> • Certified True Copy from the school • Certification, Authentication and Verification (CAV) from CHED 	<p>Private/Local College/University</p> <p>CHED Office which has jurisdiction over the school</p>
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 • 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) 	<p>Notary Public</p> <p>Regional Trial Court which has jurisdiction over the notary public</p>

77. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit
- 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
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
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	Civil Registry Desk 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 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	<i>Cashier</i>
	5. Encode and issue Apostille / Authentication Certificate.		2 Working Days and 6 Working Hours)	<i>Authentication Backend</i>
				<i>Authentication</i>

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)

VAFIS Personnel

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: Regular: 3 Days

PHP100
per
document

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	-	10 minutes	<i>Authentication Releasing Personnel</i>
	1.1 Advise applicant/ representative to wait at the Pending and Correction area.			
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.	-	5 minutes	<i>Authentication Releasing Personnel</i>
	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.			

4. Provide Client Feedback Form to the applicant/ representative. -

4. Check accuracy and completeness of 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)

Notary Public

Item 20 should be notarized by any 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,

The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate

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.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

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

A.1.6. 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

A.1.7. Passport of parents (current/ valid passports)

Client

-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)

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

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.2.2 Birth Certificate

Issuing Authority where the applicant was born

Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague,

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-

A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)

A.2.4. PSA Report of Marriage or Foreign Marriage Certificate

a.2.5. First passport or travel document of the child

To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent

Philippine Statistics Authority

Philippine Statistics Authority/ Country of Marriage

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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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)

Notary Public

Item 20 should be notarized by any notary public

B.1.2. Birth Certificate

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 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-

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

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

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

- 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

B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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)

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)

Notary Public

Item 20 should be notarized by any 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

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

B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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	
B.1.8 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. 9 Passport of parents (current/ valid passports)	Client
-Photocopy of passport datapage	
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	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

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) 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

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 Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public 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	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	
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)	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	
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)
		Notary Public
	<i>Item 20 should be notarized by any notary public</i>	
D.1.2	Original Documents of the following:	Issuing Authority where the applicant was born
	<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) 	
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)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
D.2.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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	
<ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
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	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	
D.2.7 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	
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)	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

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)

Item 20 should be notarized by any notary public Notary Public

E.1.2 Original Documents of the following: Issuing Authority where the applicant was born

- 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)

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 Philippine Statistics Authority
Record (CRS Form no. 1)

E.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

E.1.6 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

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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
E.2.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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)

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
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	Any notary public/ Local Civil Registrar/ Foreign Service Post

Consulate

- E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) Any notary public/ Local Civil Registrar/ Foreign Service Post
- 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
- E.2.12 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. 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 Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
- Notary Public
- Item 20 should be notarized by any notary public*
- F.1.2 Original Documents of the following: Issuing Authority where the applicant was born
- 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)
- 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 Philippine Statistics Authority
- Record (CRS Form no. 1)
- F.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	
F.1.6 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	
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 pampangarcov@dfa.gov.ph attaching to the	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer

email a copy of the scanned documents
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

Civil Registry Desk

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 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 (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)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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
A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	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	Client
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	
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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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	PSA
B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client
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	
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)
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<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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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)

Item 20 should be notarized by any notary public Notary Public

F.1.2. Advisory on Marriages from PSA Philippine Statistics Authority

F.1.3. Original documents of the following:

- Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) Issuing Authority where the marriage took place
 - 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 Philippine Statistics Authority
 - * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable
- 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 Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public

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)

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 *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 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

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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 to submit the lacking requirements. Applicant to return	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD

	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</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD

	to 4 months depending on the result of Post action/ verification			
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)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk

copy of the scanned documents

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</p>	10 minutes	Cashier

		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	

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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:

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	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	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. 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 Officer</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.				
5.3 Sign on signature pad.			20 minutes waiting time	
			10 minutes	
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)	Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);	
		(*Additional PHP 350 for mutilated, lost valid or expired	Releasing: 30 minutes	

electronic
passport)

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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
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PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	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>	Notary Public
Affidavit of Explanation and travel records (original)	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	<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	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	<i>Processors</i>
			10 minutes	
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. 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			
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;	

PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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

17.	Senior citizens	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)

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
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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
	PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician

4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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.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
7. Exceptional and emergency cases	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.	Agency/Employer
	(present original and 1 photocopy) (present original and 1 photocopy) Printed Application Form through OPAS	onlineappform.pasport.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.

Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

(1 original)

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)	
For dual citizens:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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 School

Baptismal Certificate Relevant Church

NBI Clearance NBI

CORE REQUIREMENTS FOR MINORS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane* 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) 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:

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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt

passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document:

Affidavit of Explanation and travel records (original)

For minor applicants:

Some additional requirements stated above may be required depending on the case of the applicant

*Some additional requirements stated above may be required to some applicants depending on their case.

FSP

Notary Public

BI

Notary Public

Relevant Police Station

PSA

SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

Other government agencies

Relevant court

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
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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 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	Verifier
5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents	5. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	Processor Note: The processors are assigned on each designated window

on a rotational
basis daily.

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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

Regular
processing fee
– PHP 950.00
*Senior
citizens,

	receipt to the applicant	PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports 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	Encoder
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	Releasing Personnel

8.1 Receive the passport	8.1 Issue the passport to the applicants		
Total		Php 1,200 (or Php 950)	1 hour and 10 minutes
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

B.2 Child born is more than one (1) year old

B.1.2. Five (5) original copies of duly accomplished Report of Birth

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Cashier

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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-

Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-

B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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
- 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

B.1. 9 Passport of parents (current/ valid passports)

-Photocopy of passport datapage

B.1.10. Five (5) recent passport size photos of the child

B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child

B.1.12. Notarized Affidavit of Delayed Registration

Issuing Authority where the applicant was born
The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Client

Any notary public

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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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
-Photocopy of the passport datapage/ travel document -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)	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	
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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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)
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Item 20 should be notarized by any notary public

Notary Public

E.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 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

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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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 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:	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</p>	10 minutes	Cashier

		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 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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
A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	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	Client
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

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 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.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 PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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 Birth Certificate issued by the PSA.	Authenticated 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)

Item 20 should be notarized by any notary public

Notary Public

F.1.2. Advisory on Marriages from PSA

Philippine Statistics Authority

F.1.3. Original documents of the following:

- 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
- Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)
- Five (5) recent passport size photos of both parties
- Negative Certification of Marriage Record from the PSA
- * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable

Issuing Authority where the marriage took place

Philippine Statistics Authority

Foreign Service Post

Client

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public

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)

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 *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 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	<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</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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. 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)	Releasing Officer
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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular **or** PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 20 minutes waiting time	<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	10 minutes 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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
18. Senior citizens		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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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	onlineappform.pa ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)

Notary Public

Item 20 should be notarized by any 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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

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)

Notary Public

Item 20 should be notarized by any 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

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

B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.8 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. 9 Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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
-Photocopy of the passport datapage/ travel document -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)	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	
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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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)
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Item 20 should be notarized by any notary public

Notary Public

E.1.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 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

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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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 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:	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</p>	10 minutes	Cashier

		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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation

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

Client

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

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 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.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 PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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)
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<i>Item 20 should be notarized by any notary public</i>	Notary Public
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F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
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F.1.3. Original documents of the following:

- | | |
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| <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) • Birth Certificate of Filipino spouse from the PSA • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) • Five (5) recent passport size photos of both parties • Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | <p>Issuing Authority where the marriage took place</p> <p>Philippine Statistics Authority</p> <p>Foreign Service Post</p> <p>Client</p> <p>Philippine Statistics Authority</p> |
| 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
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<i>Item 20 should be notarized by any notary public</i>	Notary Public
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F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
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F.1.3. Original documents of the following:	Issuing Authority where the marriage took place
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- | | |
|--|--|
| <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	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 *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 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
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	Civil Registry Desk 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 the jurisdiction of the Philippine</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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. check receipt and locate 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>	Releasing Officer
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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular or PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
19. Senior citizens		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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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.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)
	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.pa ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

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)

Notary Public

Item 20 should be notarized by any 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

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

B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.8 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. 9 Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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)

Item 20 should be notarized by any notary public

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

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

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)

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

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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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:	Issuing Authority where the applicant was born
<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) 	

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 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

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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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:	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>			
<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

		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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation

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

Client

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
- A.5. Five (5) recent passport size photos of both parties
- A.6. Negative Certification of Marriage Record (CRD Form No. 3)
- A.7. Consular Fee: USD 25.00 to be paid in Philippine peso

Client

Philippine Statistics Authority

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

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.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

PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation

Foreign Authority

- B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties

Client

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

- 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)

Item 20 should be notarized by any notary public

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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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)

Item 20 should be notarized by any notary public

Notary Public

F.1.2. Advisory on Marriages from PSA

Philippine Statistics Authority

F.1.3. Original documents of the following:

- 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
- Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)
- Five (5) recent passport size photos of both parties
- Negative Certification of Marriage Record from the PSA
- * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable

Issuing Authority where the marriage took place

Philippine Statistics Authority

Foreign Service Post

Client

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public

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)

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 *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 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 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 the jurisdiction of the Philippine</p>	10 minutes	Cashier

		ne 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 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)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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. 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)	Releasing Officer
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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular **or** PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
20. Senior citizens		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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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	onlineappform.pa ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)

Notary Public

Item 20 should be notarized by any 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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

B.2 Child born is more than one (1) year old

B.1.2. Five (5) original copies of duly accomplished Report of Birth

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Cashier

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

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

B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.8 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. 9 Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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)

Item 20 should be notarized by any notary public

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

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

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)

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

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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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:	Issuing Authority where the applicant was born
<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) 	

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 Passport of parents (valid at the time of the birth of the child)

Client

- Photocopy of passport data page
- 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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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 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:	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</p>	10 minutes	Cashier

		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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation

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

Client

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

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 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.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 PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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 Birth Certificate issued by the PSA.	Authenticated 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)
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<i>Item 20 should be notarized by any notary public</i>	Notary Public
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F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
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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) • Birth Certificate of Filipino spouse from the PSA • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) • Five (5) recent passport size photos of both parties • Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable | <p>Issuing Authority where the marriage took place</p> <p>Philippine Statistics Authority</p> <p>Foreign Service Post</p> <p>Client</p> <p>Philippine Statistics Authority</p> |
| 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
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<i>Item 20 should be notarized by any notary public</i>	Notary Public
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F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
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F.1.3. Original documents of the following:	Issuing Authority where the marriage took place
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- | | |
|--|--|
| <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	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 *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 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	<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</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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, Project and Information Technology Support</i>
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>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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); seven working days or twelve working days (COs outside Metro Manila)</i>	<i>Releasing Officer</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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular or PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
21. Senior citizens		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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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.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)
	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.pa ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i>
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			Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired electronic passport)		

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; Employee's personal file
Revised 1984) in duplicate

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:

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	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	<p>13. Receive the request letter</p> <p>13.2 Prepare communication for signature of the Officer-In-Charge</p>	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	<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 receiving copy of the certificate	15. 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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)

Notary Public

Item 20 should be notarized by any 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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

B.2 Child born is more than one (1) year old

B.1.2. Five (5) original copies of duly accomplished Report of Birth

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Cashier

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

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

B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.8 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. 9 Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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
-Photocopy of the passport datapage/ travel document -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)	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	
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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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)
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Item 20 should be notarized by any notary public

Notary Public

E.1.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 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

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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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 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
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	Civil Registry Desk 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:	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</p>	10 minutes	Cashier

		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 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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
A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	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	Client
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

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 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.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 PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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)

Item 20 should be notarized by any notary public

Notary Public

F.1.2. Advisory on Marriages from PSA

Philippine Statistics Authority

F.1.3. Original documents of the following:

- 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
- Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)
- Five (5) recent passport size photos of both parties
- Negative Certification of Marriage Record from the PSA
- * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable

Issuing Authority where the marriage took place

Philippine Statistics Authority

Foreign Service Post

Client

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public

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)

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 *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 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
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	Civil Registry Desk 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 the jurisdiction of the Philippine</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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. 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)	Releasing Officer
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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular **or** PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 20 minutes waiting time	<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	10 minutes 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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
22.	Senior citizens	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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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.	Agency/Employer
7. Exceptional and emergency cases	(present original and 1 photocopy) (present original and 1 photocopy) Printed Application Form through OPAS	onlineappform.pas ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

B.2 Child born is more than one (1) year old

B.1.2. Five (5) original copies of duly accomplished Report of Birth

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

Cashier

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

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

B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.8 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. 9 Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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)

Item 20 should be notarized by any notary public

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

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

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)

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

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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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)
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Item 20 should be notarized by any notary public

Notary Public

E.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 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

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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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

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 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:	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</p>	10 minutes	Cashier

		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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation

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

Client

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

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 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.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 PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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)

Item 20 should be notarized by any notary public

Notary Public

F.1.2. Advisory on Marriages from PSA

Philippine Statistics Authority

F.1.3. Original documents of the following:

- 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
- Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)
- Five (5) recent passport size photos of both parties
- Negative Certification of Marriage Record from the PSA
- * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable

Issuing Authority where the marriage took place

Philippine Statistics Authority

Foreign Service Post

Client

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public

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)

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 *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 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
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	Civil Registry Desk 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 the jurisdiction of the Philippine</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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, Project and Information Technology Support</i>
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>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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); seven working days or twelve working days (COs outside Metro Manila)</i>	<i>Releasing Officer</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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular **or** PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 20 minutes waiting time	<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	10 minutes 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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
23.	Senior citizens	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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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	onlineappform.pas ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

**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)

Notary Public

Item 20 should be notarized by any 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)	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	
A.1.7. Passport of parents (current/ valid passports)	Client
-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)	
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	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.2.2 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	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

A.2.6. 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

A.2.7. Passport of parents (current/ valid passports) Client

-Photocopy of passport datapage

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 re-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 re-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)

Notary Public

Item 20 should be notarized by any 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

Issuing Authority where the applicant was born
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-

B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)

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

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

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

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

B.1.8. Passport of parents (current/ valid passports)

-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

To submit PSA birth certificate of Filipino mother

Philippine Statistics Authority

Client

Any notary public/ Local Civil Registrar/ Foreign Service Post

Any notary public/ Local Civil Registrar/ Foreign Service Post

Client

Client

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)

Notary Public

Item 20 should be notarized by any 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

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

B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)

Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

B.1.8 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. 9 Passport of parents (current/ valid passports)

Client

-Photocopy of passport datapage

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)

Item 20 should be notarized by any notary public

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

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

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)

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

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	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 The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the 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-	
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	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	
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)	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	
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)
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Notary Public

Item 20 should be notarized by any notary public

D.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
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- 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)

D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
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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
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D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
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D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client
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-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport

D.1.6 Passport of parents (valid at the time of the birth of the child)	Client
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-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.1.7 Passport of parents (current/ valid passports)	Client
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-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)

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:	Issuing Authority where the applicant was born
<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) 	
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	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	
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 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)	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*

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:	Issuing Authority where the applicant was born
<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) 	

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
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post

- 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

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any notary public

E.2.2 Original Documents of the following:

Issuing Authority where the applicant was born

- 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)

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

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

E.2.6 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

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) <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
E.2.11 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.2.12 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. 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
	Notary Public
<i>Item 20 should be notarized by any notary public</i>	
F.1.2 Original Documents of the following:	Issuing Authority where the applicant was born
<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) 	
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	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	
F.1.6 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	
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
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 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:	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</p>	10 minutes	Cashier

		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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item 20 should be notarized by any 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

A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation

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

Client

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

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 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.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

PSA

B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation

Foreign Authority

B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties Client

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

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)

Item 20 should be notarized by any notary public 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	
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	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	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	PSA
D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
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	
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)

Item 20 should be notarized by any notary public

Notary Public

F.1.2. Advisory on Marriages from PSA

Philippine Statistics Authority

F.1.3. Original documents of the following:

- 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
- Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)
- Five (5) recent passport size photos of both parties
- Negative Certification of Marriage Record from the PSA
- * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable

Issuing Authority where the marriage took place

Philippine Statistics Authority

Foreign Service Post

Client

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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Item 20 should be notarized by any notary public

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)

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 *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 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
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	Civil Registry Desk 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 the jurisdiction of the Philippine</p>	10 minutes	Cashier

		ne 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 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

Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)

Notary Public

Item No. 20 should be notarized by any notary public

Five (5) photocopies of the following:

1. Death Certificate

Foreign Authority

Philippine Foreign Service Post

2. Certificate of Sealing of Casket

Foreign Authority

3. Autopsy/Embalming Report

Photocopy of passport datapage of the Client deceased

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	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 <i>Tokyo</i></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	31 minutes	

	*USD 50/ * USD 75		
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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
PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
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:	Bureau of Immigration (BI)
Dual Citizenship documents (original, 1 photocopy)	Foreign Service Posts (FSPs)
Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens:	BI
Naturalization papers_(original, 1 photocopy)	
For applicants with travel document:	FSPs
Affidavit of Explanation	
Original Travel Document (original)	
For applicants with lost travel document:	Notary Public
Affidavit of Explanation and travel records (original)	BI
If birth certificate is discrepant:	Local Civil Registry
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	
If birth certificate is late registered:	PSA
Late registered birth certificate (present original, 1 photocopy)	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
If applicant is born on or before 1950:	PSA
PSA Authenticated Certificate of No Birth Record	Notary Public
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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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
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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>	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	5 minutes 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. check receipt and locate 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>	Releasing Officer
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.				
5.3 Sign on signature pad.			20 minutes waiting time	

10 minutes

Total

PHP 950.00 for regular **or** PHP 1200 for expedite

Application: 1 Hour and 15 minutes;

Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)

Processing: 6 working days or 12 working days (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 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	passport.gov.ph
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**children below 7 years old may avail the courtesy lane*

Current ePassport with photocopy of data page	DFA
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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
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School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
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ADDITIONAL REQUIREMENTS

For lost valid passport:

Affidavit of Lost	Notary Public
Police Report	Relevant Police Station
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss	Notary Public
PSA Birth certificate (if no photocopy of passport)	PSA
Valid ID	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document:

Affidavit of Explanation	FSP
Original Travel Document (original)	

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 <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>
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</i>	<i>Releasing Officers</i>

5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport	Metro Manila); seven working days or twelve working days (COs outside Metro Manila)
5.2 Verify all details in passport are correct.	5.2 Cancel old passport	
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 or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;
	PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Processing: 6 working days or 12 working days (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

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
24.	Senior citizens	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)
	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 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
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)

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	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	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	passport.gov.ph
	Medical certificate/records (present original and 1 photocopy)	Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt	passport.gov.ph
	PSA Birth Certificate as proof of age (present original and 1 photocopy)	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	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	onlineappform.pas ssport.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

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)

For dual citizens: Bureau of Immigration (BI)

Dual Citizenship documents (original, 1 photocopy) Foreign Service Posts (FSPs)

Foreign Passport (original, 1 photocopy)

For naturalized Filipino citizens: BI

Naturalization papers (original, 1 photocopy)

For applicants with travel document: FSPs

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

Affidavit of Explanation and travel records (original) BI

If birth certificate is discrepant: Local Civil Registry

Proof of filing of supplemental report or correction (present original, 1 photocopy) 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

PSA Authenticated Certificate of No Birth Record Notary Public

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	School
Baptismal Certificate	Relevant Church
NBI Clearance	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

Accompanied by father:	PSA
If parents are married: PSA Marriage Certificate (present original, 1 photocopy)	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:	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

Renewal Adult Applicants

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt passport.gov.ph

**children below 7 years old may avail the courtesy lane*

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 Notary Public

Police Report Relevant Police Station

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For lost expired passport:

Affidavit of loss Notary Public

PSA Birth certificate (if no photocopy of passport) PSA

Valid ID SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

For applicants with travel document: FSP

Affidavit of Explanation

Original Travel Document (original)

For applicants with lost travel document: Notary Public

BI

Affidavit of Explanation and travel records
(original)

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 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	<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. Receive the queueing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.
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

5.2.2 If the applicant opted for delivery, cancel the old passport

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

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

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

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	None	15 minutes	<i>Encoder</i>
	7.1 Save the data of the applicant			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	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)	1 hour and 10 minutes	
		(*Additional Php 350 for mutilated, lost valid or expired 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; Employee's personal file
Revised 1984) in duplicate

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:

Hospital or Clinic

-Medical Certificate

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	<p>1. Receive the request letter</p> <p>1.2 Prepare communication for signature of the Officer-In-Charge</p>	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

How to send feedback?

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.

How feedbacks are processed?

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.

How to file a complaint?

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:

- Name of person being complained of
- Incident
- Evidence

How complaints are processed?

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.

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.

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

Contact Information of OCA Divisions/Sections,

Authentication Division: 88344000 local 2106/2266;
Passport Division: 86519400;
Courtesy Lane Section: 86519417;
Consular Records Division: 88367744;
Diplomatic and Official Passport Section: 8651-9419; or
Visa Division: 88367763

Presidential Complaints Center (PCC),

Presidential Complaints Center: 8888

CSC Contact Center ng Bayan (CCB),

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

Anti-Red Tape Authority (ARTA)

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

VII. 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, Pasay City	Tel. No.: 8551 3126 Email: dllu@dfa.gov.ph
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 Public and Cultural Diplomacy	6 th Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Contact Info: 8832-1508 Email Add.: opcd@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 West Lane EDSA cor. Ortigas Avenue, Pasig City	Contact No: (02)8631-0806, (02)8631-0700 Email: ncrcentral.so@dfa.gov.ph
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.	Contact No: (044)8167230, 0917 876 2847

	Bulihan, Malolos City, Bulacan	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; [rc
ozambo@yahoo.com](mailto:rc
ozambo@yahoo.com); [rcozamboanga
@yahoo.com](mailto:rcozamboanga
@yahoo.com)



Department of Foreign Affairs

CITIZEN'S CHARTER

(INTERIM PROVISIONS IN EFFECT DURING THE NATIONAL PUBLIC HEALTH EMERGENCY)



INTERIM PROVISIONS IN EFFECT DURING THE NATIONAL PUBLIC HEALTH EMERGENCY

OFFICE OF PROTOCOL (EXTERNAL SERVICES)

Presentation of Credentials Ceremony

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

Issuance of Certificate of No Resident Embassy in the Philippines

HUMAN RESOURCE MANAGEMENT OFFICE (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)

OFFICE OF CONSULAR AFFAIRS – ASEANA (Visa Division)

Renewal of 9(E) Visa of Foreign Government Officials and Representatives of International Organizations Accredited in the Philippines, their Dependents, Household Members, and Issuance of 9(E) Visa to Newborn Child

Approval and Issuance of APEC Business Travel Card (ABTC) Application (New Application and Renewal) - ***Note: Issuance of APEC Business Travel Card (ABTC) – suspended due to Covid-19 pandemic***

Acceptance of Department of Tourism's (DOT) Newly Accredited and Renewed Accreditation of PH-PROC Tour Operator/s to be Transmitted to Foreign Service Posts in China - ***Note: Suspended due to Covid-19 pandemic***

Acceptance of Endorsement Letter from Philippine Government Agency and Foreign Government Entity for Issuance of Appropriate Visas at Foreign Service Posts - ***Note: Suspended due to Covid-19 pandemic***

Acceptance of Endorsement Letter or Note Verbale for 47(A)(2) Visa Application from Foreign Embassies and International Organizations Accredited in the Philippines - ***Note: Suspended due to Covid-19 pandemic***

OFFICE OF THE UNDERSECRETARY FOR MIGRANT WORKERS' AFFAIRS (UMWA)

Whereabouts / Ascertaining Condition



Family Financial Support

Repatriation

Medical Repatriation

Shipment of Remains/ Cremated Remains

Shipment of Personal Belongings

Employment-related complaints

Jail Visitation

Compassionate Visit of the Next of Kin (NOK)

Request for ROD and other Civil Registry Documents

Recommendation for Blacklisting

Monetary Claims/Blood Money Negotiations

End-of-Service Benefits

Assistance to Detained OFWs and those Serving Prison Terms

Provision of Services of Lawyer/Counsel



OFFICE OF PROTOCOL

EXTERNAL SERVICES



1. 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
a) OPP shall inform OP of the schedule for the presentation of credentials b) OPP shall hold a coordination meeting to discuss the	a) OP shall contact the AEPs (with agrément) and the Secretary of Foreign Affairs (SFA) to confirm their availability for the said date	None	OP shall comply with the schedule set by OPP. *To give ample time for the involved Embassies to prepare the necessary materials, OP requests to be	<ul style="list-style-type: none"> DFA Chief of Protocol (COP) Director for Ceremonials Division Protocol Officers



program and movements			notified of the schedule at least 2 weeks prior the event.	
c) Presentation of Credentials Ceremony	<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 coordinates with Office of Presidential protocol (OPP) on the submission of requirements and other instructions from the Office of the President on the event arrangements</p> <p>d) OP shall brief the AEPs regarding the ceremony.</p> <p>e) OP shall assist in the implementatio</p>			



	n of the event and the Chief of Protocol shall assist the SFA (or representative; DFA Undersecretary)			
TOTAL		0	N/A	

2. 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 two weeks, with the specific schedule to be announced three days in advance.	<p>a) The Immunities and Privileges Division shall consolidate all returned plates and prepare an inventory list.</p> <p>b) In light of current budget limitations of GRAD, the inventory list of all surrendered plates, together with the physical plates shall be forwarded directly to the Land Transportation Office (LTO) for appropriate action.</p>	None	7 days	<ul style="list-style-type: none"> Director for Immunities and Privileges Desk Officer
TOTAL		0	7 days	

3. 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 resident embassy in the Philippines. b) Upon verification, the Immunities and Privileges Division shall prepare the certification. The certification shall be sent to the applicant via email.	None	7 days	<ul style="list-style-type: none"> Director for Immunities and Privileges Desk Officer
TOTAL		0	7 days	



HUMAN RESOURCES MANAGEMENT OFFICE

EXTERNAL SERVICES



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
1. Sends duly accomplished DFA application form and supporting documents to hrmo.recruitment@dfa.gov.ph	1. Sends acknowledgment receipt through email and requests the applicant to submit lacking		5 working days	Recruitment staff



	<p>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 the qualifications of the position, inform/email the 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 an applicant is not qualified, inform/email the applicant that application will not be given further consideration.</p>			
2. Receives notification on the	2. Schedules examination in batches (minimum of 12 applicants		15 minutes	Recruitment staff



<p>schedule of examination</p> <p>Examinees will have to undergo health screening (mandatory temperature check). A Health Declaration Survey form or COVID-19 symptoms questionnaire should be accomplished by the applicant prior to the scheduled exam date. Examinees will be informed beforehand that applicants who are experiencing COVID-related symptoms (fever, cough, sore throat, and breathing difficulties) will not be allowed to enter the DFA premises and take the exam.</p>	<p>per batch) and emails applicants the examination schedule and venue.</p>			
<p>3. Appears at Bulwagang Apolinario Mabini (BAM), signs in the attendance sheet and takes the examination.</p> <p>The examinees shall observe proper health etiquette before, during and after the exam (i.e. physical distancing, mandatory wearing of face mask, disinfection and handwashing). Hand sanitizers are</p>	<p>3. Administers employment examination.</p> <p>The examiner will need to be in proper PPEs: 1) examination gloves, 2) surgical face mask, and 3) safety goggles or acrylic face shield, for health safety measures.</p>		<p>Home-based / Contractual – 2.5 hours</p> <p>Contract of Service – 1 hour</p>	Recruitment staff



<p>provided for sanitation before and after the exams.</p> <p>Examinees should be seated at least one (1) meter apart.</p>	<p>Maximum number of examinees per batch will be reduced accordingly to venue capacity to properly observe physical distancing.</p>			
	<p>4. Checks the examination, updates database, and informs applicants of the examination result. If passed, also informs applicants of the schedule of HRMO interview.</p>		5 working days	Recruitment staff
<p>5. Attends online interview with HRMO</p> <p>All interviews shall be conducted via phone call or video conference. Successful examinees will be informed in advance by email of their respective interview schedules.</p>	<p>5. Interviews the applicant.</p>		20 minutes minimum per applicant	HRMO Officer
<p>6. Receives notification on interview result.</p>	<p>6. Informs applicant of interview result through email. If passed, endorses</p>		3 working days	Recruitment staff



	the applicant to the hiring office for final interview.			
7. Attends online interview with the hiring office	7. Interviews the applicant and endorses the interview result to HRMO.		10 working days	Hiring Office
	TOTAL	0	N/A	

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
First set (to be submitted within a week from the notice of hiring) <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; 	



<ul style="list-style-type: none"> • 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		1 minute	Recruitment staff



	the hiring office.			
	2. Informs the applicant that they are recommended for hiring and sends an email containing the list of documentary requirements, the deadline for submission, and the soft copies of the required forms.		5 minutes	Recruitment staff
3. Submits first and second set of documentary requirements through email for review	3. Receives and reviews the documents online		15 minutes	Recruitment staff
	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. HRMO Director		15 working days (ISU background check and	Recruitment staff



	<p>reviews and signs the memorandum. Documents are transmitted to ISU.</p> <p><i>ISU and National Intelligence Coordinating Agency (NICA) conduct background check. ISU transmits the result to HRMO.</i></p> <p>Prepares Appointment Paper (in triplicate), Office Order 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 reviews and initials the memorandum</p>		<p>preparation of Appointment Paper are processed in parallel)</p>	<p>HRMO Director</p> <p>ISU</p> <p>Recruitment staff</p>
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	<p>and office order and signs the appointment papers.</p> <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> <p>HRMO Executive Director</p>
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				<p>HRMO Assistant Secretary</p> <p>Communications Officer, OFMS Assistant Secretary, and Undersecretary for Administration</p>
	<p>5. <i>OSEC transmits the certified true copy of the signed and numbered office order to HRMO.</i></p>			OSEC Communications Officer
	<p>6. Informs applicant of the date of assumption via email and instructs applicant to attend the</p>		<p>30 minutes minimum</p>	Recruitment staff



	orientation online. Coordinates with Learning & Development (L&D) on the schedule of the online orientation.			
Attends the online orientation program for newly hired DFA personnel. Appears in HRMO-RSPD and receives the appointment.	7. Conducts orientation. Provides the newly hired personnel a copy of the signed appointment and office order. Deploys the newly hired personnel to the hiring office.		2.5 hours	Recruitment staff
	TOTAL	0	N/A	

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

Preparation of contracts of service

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		
Two (2) duly accomplished and notarized Personal History Statement ;		Forms are provided by HRMO via email.		
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				
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.		1 minute	Recruitment staff
	2. Informs the applicant that they are recommended for hiring and sends an email containing the list of documentary requirements, the deadline for submission, and the soft copies of the required forms.		5 minutes	Recruitment staff



3. Submits documents on the above checklist through email	3. Receives and reviews the documents.		15 minutes	Recruitment staff.
4. Signs contract of service.	<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.</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</p>		<p>15 working days</p> <p>(background check and preparation of contract are processed in parallel)</p>	<p>Recruitment staff</p> <p>HRMO Director</p> <p>Recruitment staff</p>



	<p>Management Services (OFMS).</p> <p>HRMO-RSPD Director and Executive Director reviews and initials the memorandum.</p> <p>HRMO Assistant Secretary signs the memorandum.</p>			<p>HRMO-RSPD Director and HRMO Executive Director</p> <p>HRMO Assistant Secretary</p>
	6. Contract is transmitted to the hiring office,			Head of Office of hiring office, OFMS



	OFMS and UA for initials and signature.			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 attend online orientation.		10 minutes	Recruitment staff
8. Attends the online orientation program for newly hired DFA personnel. Appears in HRMO-RSPD and receives the signed contract.	8. Conducts orientation. Provides the newly hired personnel a copy of the contract. Deploys the newly hired personnel to the hiring office.		1.5 hours	Recruitment staff
	TOTAL	0	N/A	

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
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"> • Four (4) 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 • Two (2) duly accomplished Certificate of Assumption to Duty (CS Form No. 4 Revised 2018). • 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); 	Forms are provided by HRMO via email.
<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; 	



<ul style="list-style-type: none"> • Duly accomplished Temporary ID Form with 2 pcs. 1x1 photo; • 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; • 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.		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.		Within 30 days for applicants 100 and below	Selection staff
	3. Prepares PSB Board resolution.		7 days depending on the availability of the PSB members who will sign the Board resolution	Selection staff
	4. Once PSB Board resolution is signed, prepares approval of candidates to be hired which will be signed by the Secretary of Foreign Affairs.		7 days (including the signing of the approval)	Selection staff
5. Receives notification on recommendation for hiring and list of	6. Informs the applicant the recommendation for hiring and sends an email containing the list of		One day	Selection staff



documentary requirements	<p>documentary requirements, the deadline for submission, and the soft copies of the required forms.</p> <p>Applicants are requested to submit first the set of documentary requirements.</p> <p>Notifies candidates who are not recommended for hiring.</p>		10 minutes	Recruitment staff
7. Submits the first set of documentary requirements	7. Receives and reviews the documents.		14 days	
8. Submits the second set of documentary requirements indicated above.	8. Receives and reviews the documents.		Within 45 days	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</p>		<p>14 days</p> <p>(including preparation until receipt of signed appointment papers</p>	<p>Selection staff</p> <p>HRMO-RSPD Director</p> <p>HRMO Executive Director</p>



	<p>appointment papers.</p> <p>HRMO Executive Director initials the memorandum and the appointment papers.</p> <p>HRMO Assistant Secretary signs 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>HRMO Assistant Secretary</p> <p>Communications Officer, 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 as well as the other</p>		<p>7 days</p> <p>Within 14 days after receipt of validated appointment from CSC</p>	Selection staff



	Units of the Department such as GSIS, Pag-Ibig, Philhealth and Payroll Unit for the initial claim of the personnel..			
	TOTAL	0	N/A	

OFFICE OF CONSULAR AFFAIRS VISA DIVISION

EXTERNAL SERVICES



A. Renewal of 9(E) Visa of Foreign Government Officials and Representatives of International Organizations Accredited in The Philippines, Their Dependents, Household Members, and Issuance of 9(E) Visa to Newborn Child

Office or Division	Visa Division
Classification	Complex
Type of Transaction	G2G – Government to Government
Who may Avail	<p>Foreign Government Officials & Staff/ Representatives of Accredited International Organizations and their Dependents currently posted in the Philippines with valid 9(e) visa</p> <p><i>For Newborn Child of Diplomats:</i> Dependent child of Foreign Government Officials/ Representatives of Accredited International Organizations born in the Philippines</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
✓ Note Verbale from the requesting Embassy or International Organization	From the requesting Foreign Government Entity



<ul style="list-style-type: none"> ✓ Original Passport of the applicant ✓ Application form ✓ Two (2) pieces Passport size photos ✓ Photocopy of latest valid visa ✓ Photocopy of arrival stamp in the Philippines ✓ Proof of marital union (for dependent spouse only) ✓ Photocopy of Principal's 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 9(e-3) to 9(e-1) or 9(e-2)) 			and International Organizations accredited in the Philippines	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>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.</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. Submission of complete physical documents on scheduled date.</p>	<p><u>For Regular Renewal of 9(e) visa:</u></p> <p>1. Initial vetting of the requirements submitted online. If the requirements are complete, the Visa Assistant processes the renewal of 9(e) visa.</p> <p>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.</p> <p>2. Compiles the applications for scheduling of the submission of physical requirements.</p> <p>3. Reviews the submitted physical requirements and process the issuance of renewal of 9(e) visa.</p>	None	7 working days	Visa Assistant



<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>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>			
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B. Approval and Issuance of APEC Business Travel Card (ABTC) Application (New Application and Renewal)

Note: Issuance of APEC Business Travel Card (ABTC) – suspended due to Covid-19 pandemic

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	
<ul style="list-style-type: none"> ✓ ABTC application form ✓ Photocopy of applicant's passport ✓ Bureau of Immigration and National Bureau of Investigation Certification ✓ Current photo of the applicant ✓ Resume/Curriculum Vitae ✓ Employment Certificate ✓ Certified True Copy of Company's Security and Exchange Commission registration ✓ 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 ✓ Past and current activities in APEC ✓ Statement of how the company will benefit from ABTC scheme 			<p>DFA-OCA Website (https://bit.ly/2wht7Js)</p> <p>BI (http://immigration.gov.ph/)</p> <p>NBI (http://nbi.gov.ph/)</p> <p>From the requesting party</p> <p>Securities & Exchange Commission http://www.sec.gov.ph/</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</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>	None	<p>120 working days</p> <p><i>Note: adjusted from 60-90 working days due to Covid-19 pandemic</i></p>	ABTC Desk Assistant

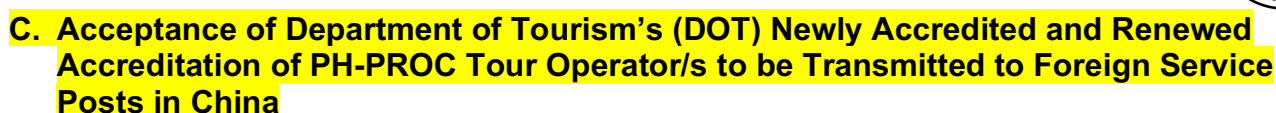


<p>will not be granted if non-compliant.</p> <p>III. Once approved, the applicant or the CBOs may request for an interim card as long as at least ten (10) economies has provided pre-clearance.</p> <p>IV. Client Feedback Form should be accomplished after completion of every transaction.</p>	<p>If Approved:</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 the application in the ABTC Online Network System for the decision (approved, declined, hold) of other APEC participating economies. ◦ 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. 			
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	<ul style="list-style-type: none"> ◦ 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 will the card be available for release. <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 			
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	<p>shared ABTC Online Network System.</p> <p><i>If Denied:</i></p> <ul style="list-style-type: none"> ◦ ABTC Desk Assistant drafts a denial letter to be signed by the 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. ◦ 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. 			
TOTAL:		None	120 working days	<p><i>Note: adjusted from 60-90 working days due to Covid-19 pandemic</i></p>



Office or Division:	Visa Division
Classification:	Highly Technical
Type of Transaction:	Government to Business Entity
Who may avail:	Department of Tourism Newly Accredited Tour Operators

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I.a. Submission of the documents of the newly accredited tour operator through its liaison officer to the Visa Assistant.	<p>1. If the submitted documents are complete, the Visa Assistant evaluates if all information stated on the said documents are legitimate.</p> <p>2. A memorandum along with its</p>	None	20 working days	Visa Assistant



<p>I.b. Submission of the documents of the renewed accredited tour operator through its liaison officer to the Visa Assistant.</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>attachments are sent to the concerned China FSP, copy furnished other FSPs in China.</p> <ul style="list-style-type: none"> • If the submitted documents are premature and incomplete: • If the submitted documents are premature for new and renewal of accreditation, the Visa Assistant returns the said documents to the liaison officer and advises to reapply in due time. • If the submitted documents are incomplete, the Visa Assistant requests the liaison officer to provide the required documents. 			
<p>TOTAL:</p>	<p>None</p>	<p>20 working days</p>		



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

Note: Suspended due to Covid-19 pandemic

Office or Division:		Visa Division		
Classification:		Highly Technical		
Type of Transaction:		Government to Government Entity		
Who may avail:		Any Foreign National through Philippine Government Agency		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> ✓ Endorsement letter from requesting Philippine Government Entity and Foreign Government Entity ✓ Copy of applicant's passport ✓ Copy of itinerary of travel 			From the Philippine Government Agencies or Foreign Government Entity	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of endorsement letter and other documents from a Philippine Government Entity and Foreign Government Entity to the Visa Assistant.	<p>1. The Visa Assistant evaluates if the visa applicant is visa-free or visa required based on existing visa waiver agreements.</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> <p>2.1 If there is no derogatory information, a fax communication is sent, authorizing the concerned FSP to issue the 9(a) visa with</p>	None	20 working days	Visa Assistant



	<p>the appropriate number of entries and duration of validity to the applicant.</p> <p>2.2 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.</p>			
TOTAL:		None	20 working days	



E. Acceptance of Endorsement Letter or Note Verbale for 47(A)(2) Visa Application from Foreign Embassies and International Organizations Accredited in the Philippines

Note: Suspended due to Covid-19 pandemic

Office or Division:		Visa Division		
Classification:		Highly Technical		
Type of Transaction:		Government to Government Entity		
Who may avail:		Any Foreign National through Philippine Government Agency		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Letter of Request or Note Verbale from Foreign Embassies and International Organization accredited in the Philippines			From the requesting Foreign Government Entity and International Organizations accredited in the Philippines	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of the request letter or Note Verbale from Foreign Embassies and International Organizations accredited in the Philippines	<p>1. The Visa Assistant evaluates and accepts 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 	None	7 working days	Visa Assistant



	<p>the 47(a)(2) visa with the appropriate number of entries and duration of validity to the applicant.</p> <p>◦ 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.</p>			
TOTAL:		None	7 working days	



OFFICE OF THE UNDERSECRETARY FOR MIGRANT WORKERS' AFFAIRS



Office of the Undersecretary for Migrant Workers Affairs

Assistance-to-Nationals (Operations Division)

FOREWORD

The challenges brought about by the COVID-19 coronavirus pandemic has prompted government agencies to change and innovate the way they provide and conduct public service. As society transitions to the so-called New Normal, these same government agencies are still tasked with ensuring the effective, efficient and timely delivery of their services.

In light of these considerations, the Department of Foreign Affairs-Office of the Undersecretary for Migrant Workers' Affairs (DFA-OUMWA) has revised its Citizens Charter to reflect new and contactless processes that were implemented, as well as the revisions to existing services that were undertaken. Through the revised Citizen's Charter, DFA-OUMWA affirms its commitment and determination to pursue its mandate of assisting Filipino nationals all over the world, despite the challenges and uncertainties provided by the COVID-19 coronavirus pandemic.



NOTE FOR SPECIAL ATN CONCERNS*:

- a. Monitoring of Death Penalty Cases
- b. Piracy
- c. Maritime Issues
- d. Transnational Crime (i.e. Trafficking in Persons, Illegal Recruitment, Human Smuggling)
- e. Child Custody / Parental Child Abduction Cases
- f. Assistance to Kidnapping and Hostage Victims

****General ATN procedures are followed because these services are confidential in nature and case to case basis.***



ASSISTANCE-TO-NATIONALS CLIENTS

SCHEDULE OF AVAILABILITY OF ATN SERVICE

a. Walk-In/Phone-in Clients

Monday to Friday
8:00AM to 5:00PM

Telephone Number: (02) 8834-4996
Fax Number: 8551-0847

Office Address: 2330 Department of Foreign Affairs, Roxas Blvd., Pasay City 1300

b. 24/7 Hotline/Online Clients

Globe number: 0967-422-1825
Smart number: 0908-344-2070

Facebook page: OFW Help (<https://www.facebook.com/OFWHelpPH>)

Email: oumwa@dfa.gov.ph, oumwa.database@gmail.com

WHO MAY AVAIL OF THE SERVICE:

- Distressed overseas Filipinos
- Next-of-Kin of distressed overseas Filipinos or their authorized representative
- Other government agencies
- Civil Service Organizations
- Media

GENERAL REQUIREMENTS:

- Official request through filled-out ATN form
- Other specific requirements depending upon the assistance requested

HOW TO AVAIL OF THE SERVICE:

STEP	CLIENT	LOCATION	SERVICE PROVIDER	PERSON RESPONSIBLE	FEE	FORM	DURATION
1.	OUMWA assists ATN clients received through online submission, via phone	OUMWA Reception Area If through phone call, via Telephone	a. The client shall register his personal information in the ATN Client Monitoring Sheet.	Receptionist/ Case Officer	None	OUMWA Client Monitoring Sheet ATN Form	20 minutes



	call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>Number: (02) 8834-4996 Fax Number: 8551-0847</p> <p>If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com</p>	<p>b. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p> <p>c. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>d. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>			<p>Follow-up Slip</p> <p>Client Feedback Form</p>	
2.	Online/ Phone/ In-Person Interview	<p>OUMWA Interview Area</p> <p>If through phone call, via Telephone Number: (02) 8834-4996 Fax Number: 8551-0847</p> <p>If through Email, by submission of accomplished interview form via: oumwa@dfa.gov.ph or oumwa.database@gmail.com</p>	<p>a. The case officer shall provide general assessment of the particular case.</p> <p>b. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>c. The case officer will request the client to provide additional documents that may be required to facilitate the request for</p>	Case Officer	None	<p>ATN Form</p> <p>Follow-up Slip</p> <p>Client Feedback Form</p>	10-30 minutes, or more, depending on the nature of the case



		ase@gmail.com	<p>assistance.</p> <p>d. 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>e. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>f. The case officer shall provide his contact details to the client.</p>				
3	Case transmittal	DFA OUMWA, 3 rd floor	The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.	<p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p>	None	ATN Form	<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>



4	Providing updates to clients	<p>DFA OUMWA, 3rd floor</p> <p>If through phone call, via Telephone Number: (02) 8834-4996 Fax Number: 8551-0847</p> <p>30 If through Email, by via: oumwa@dfa.gov.ph or oumwa.database@gmail.com</p>	Upon receiving feedback from FSP and other concerned agencies**, the case officer shall contact and inform the client on the updates of the case.	Case Officer	None	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>
5	Continuous Monitoring	DFA OUMWA, 3 rd floor	<p>The case officer shall continuously monitor the case and shall do necessary action, as needed.</p> <p>Case officers use their respective monitoring tools (i.e. <i>OUMWA Internal Records Information Center</i> or <i>ATN Shared Information Administration</i>)***</p>	Case Officer	None	None	Continuous monitoring until the case is closed

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



**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

***Highly dependent on the discretion of the approving authority, employer, foreign government, and other external factors that are beyond the control and jurisdiction of OUMWA.*

****ATNSIA is currently implemented to some Philippine Foreign Service Posts (FSPs) in the Middle East and proposed to other FSPs.*



ASSISTANCE-TO-NATIONAL SERVICES

ATN Division



1. WHEREABOUTS / ASCERTAINING CONDITION	
OFFICE OR DIVISION	OUMWA-Assistance-to-National Division
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	G2C, G2G, G2B
WHO MAY AVAIL OF THE SERVICE	<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; <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); 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 or, other government agencies. If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<ul style="list-style-type: none"> Birth Certificate of the OF; 	<ul style="list-style-type: none"> PSA (NSO)
<ul style="list-style-type: none"> Other relevant documents. 	

CLIENT STEPS	AGENCY ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
6. OUMWA assists ATN clients received	6.1. The client shall register his personal	None	20 Minutes	Receptionist/Cas e Officer



through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>information in the ATN Client Monitoring Sheet.</p> <p>6.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p> <p>6.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>6.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>			
7. Online/Phone/In-Person Interview	<p>7.1. The case officer shall provide general assessment of the particular case.</p> <p>7.2. The case officer shall explain to the client the general actions to be</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>undertaken by the Office and Post on the request.</p> <p>7.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>7.4. 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>7.5. The case officer shall ask the client to accomplish the Client Feedback Form. The case officer shall provide his contact details to the client.</p>			
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8. Case transmittal	8.1. 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
9. Providing updates to clients	9.1. 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



10. Continuous Monitoring	10.1. 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
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Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

***Highly dependent on the discretion of the approving authority, employer, foreign government, and other external factors that are beyond the control and jurisdiction of OUMWA.*

****ATNSIA is currently implemented to some Philippine Foreign Service Posts (FSPs) in the Middle East and proposed to other FSPs.*



2. FAMILY FINANCIAL SUPPORT	
OFFICE OR DIVISION	OUMWA-Assistance-to-National Division
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	G2C, G2G, G2B
WHO MAY AVAIL OF THE SERVICE	<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 • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<ul style="list-style-type: none"> • Other relevant documents. 	



CLIENT STEPS	AGENCY ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
6. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>6.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</p> <p>6.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p> <p>6.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>6.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>	None	20 Minutes	Receptionist/Cas e Officer
7. Online/Phone/In-Person Interview	<p>7.1. The case officer shall provide general assessment of the particular case.</p> <p>7.2. The case officer shall explain to the client the general actions</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>to be undertaken by the Office and Post on the request.</p> <p>7.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>7.4. 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>7.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>7.6. The case officer shall provide his contact details to the client.</p>			
8. Case transmittal	8.1. The case officer shall draft an official communication referring the	None	Communications shall be drafted within	Case Officer Supervisors



		case to the respective Foreign Service Post and/or other concerned government agencies.		three working days	Communications Officer
9. Providing updates to clients	9.1.	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
10. Continuous Monitoring	10.1.	<p>The case officer shall continuously monitor the case and shall do necessary action, as needed.</p> <p>Case officers use their respective monitoring tools (i.e. <i>OUMWA Internal Records Information Center</i> or <i>ATN Shared Information Administration</i>)*</p> <p>**</p>	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.



**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

***Highly dependent on the discretion of the approving authority, employer, foreign government, and other external factors that are beyond the control and jurisdiction of OUMWA.*

****ATNSIA is currently implemented to some Philippine Foreign Service Posts (FSPs) in the Middle East and proposed to other FSPs.*



3. REPATRIATION	
OFFICE OR DIVISION	OUMWA-Assistance-to-National Division
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	G2C, G2G, G2B
WHO MAY AVAIL OF THE SERVICE	<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 • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<ul style="list-style-type: none"> • Other relevant documents. 	

CLIENT STEPS	AGENCY ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
10. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	10.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 10.2. For new clients, OUMWA shall provide the client an ATN Form and a Client	None	20 Minutes	Receptionist/ Case Officer



	<p>Feedback Form.</p> <p>10.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>10.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>			
11. Online/Phone/In-Person Interview	<p>11.1. The case officer shall provide general assessment of the particular case.</p> <p>11.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>11.3. The case officer will request the client to provide additional documents that may be required to facilitate the</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>request for assistance.</p> <p>11.4. 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>11.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>11.6. The case officer shall provide his contact details to the client.</p>			
12. Case transmittal	<p>12.1. 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>12.2. 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.			
13. Providing updates to clients	13.1. 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
14. ATN Funding	14.1. In some cases, FSP will request ATN funding to cover the cost of the repatriation of the OF. 14.2. The case officer shall process its approval. **	None	For urgent cases, case officer shall start processing the funding within the day For non-urgent cases, case officer shall start processing the funding within three days	Case Officer Supervisors UMWA Budget Division Finance Officer Approving Authority
15. Receipt of the flight details	15.1. Upon receipt of the flight details of the arrival of the OF, the case officer shall	None	Immediate upon receipt of the arrival date	Case Officer



	<p>endorse it to OWWA-RAD, and in some cases to DSWD, for appropriate airport assistance.</p> <p>15.2. The case officer shall also inform the NOK and other concerned agencies on the arrival details of the OF.</p>			
16. Arrival of the OF	<p>16.1. On some instances, the case officers may also extend airport assistance on the arrival of the OF.</p>	None	Immediate before the arrival time of the repatriate	<p>Case Officer</p> <p>Supervisor</p>
17. Connecting flights	<p>17.1. On some meritorious cases, OUMWA extends assistance for the purchase of airfare ticket for the repatriate's provincial connecting flight.</p> <p>17.2. The case officer shall coordinate with the accredited travel agency for the issuance of the flight ticket.</p>	None	Immediate upon arrival of the repatriate	<p>Case Officer</p> <p>Travel Coordinator Officer</p>



18. Provision of Financial Assistance	<p>18.1. In some meritorious cases, OUMWA shall provide financial assistance to the repatriate upon arrival in the Philippines.</p> <p>18.2. 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	<p>Case Officer</p> <p>Finance Officer</p> <p>Supervisors</p>
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Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

***Highly dependent on the discretion of the approving authority, employer, foreign government, and other external factors that are beyond the control and jurisdiction of OUMWA.*

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4. MEDICAL REPATRIATION	
OFFICE OR DIVISION	OUMWA-Assistance-to-National Division
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	G2C, G2G, G2B
WHO MAY AVAIL OF THE SERVICE	<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 • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<ul style="list-style-type: none"> • Filled-out Unified Medical Repatriation Assistance Form (UMRAF) 	<ul style="list-style-type: none"> • OUMWA Reception Counter • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<ul style="list-style-type: none"> • Other relevant documents. 	



CLIENT STEPS	AGENCY ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
10. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>10.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</p> <p>10.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p> <p>10.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>10.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>	None	20 Minutes	Receptionist/ Case Officer
11. Online/Phone/ In-Person Interview	<p>11.1. The case officer shall provide general assessment of the particular case.</p> <p>11.2. 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>11.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>11.4. 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>11.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>11.6. The case officer shall provide his</p>			
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	contact details to the client.			
12. Case transmittal	<p>12.1. 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>12.2. 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>
13. Providing updates to clients	13.1. 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
14. ATN Funding	14.1. In some cases, FSP will request	None	For urgent cases, case officer shall	<p>Case Officer</p> <p>Supervisors</p>



	<p>ATN funding to cover the cost of the medical repatriation of the OF.</p> <p>14.2. The case officer shall process its approval.**</p>		<p>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>UMWA</p> <p>Budget Division</p> <p>Finance Officer</p> <p>Approving Authority</p>
15. Arrival Arrangements	<p>15.1. 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>15.2. 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
16. Arrival of the OF	16.1. 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
17. Connecting flights	17.1. On some meritorious cases, OUMWA extends assistance for the purchase of	None	Immediate upon arrival of the repatriate	Case Officer Travel Coordinator Officer



	<p>17.2. The case officer shall coordinate with the accredited travel agency for the issuance of the flight ticket.</p> <p>17.3. As necessary, OUMWA shall admit the OF in a hospital, in coordination with DOH.</p>			
18. Provision of Financial Assistance	<p>18.1. In some meritorious cases, OUMWA shall provide financial assistance to the repatriate upon arrival in the Philippines.</p> <p>18.2. 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.

**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

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5. SHIPMENT OF REMAINS / CREMAINS	
OFFICE OR DIVISION	OUMWA-Assistance-to-National Division
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	G2C, G2G, G2B
WHO MAY AVAIL OF THE SERVICE	<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: • Letter of Acceptance <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 • Other relevant documents. 	<ul style="list-style-type: none"> • OUMWA Reception Counter. If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
➤ If the deceased OFW is MARRIED:	



<ul style="list-style-type: none"> • PSA CENOMAR/ Advisory on Marriages of the deceased OFW • PSA Marriage Certificate of the deceased OFW • Valid ID of the legal spouse • Letter of Acceptance of the legal spouse <p>In the absence of the spouse of OFW, the LOA may be executed by the nearest NOK in the following order of precedence:</p> <ol style="list-style-type: none"> 1. Son or daughter of legal age of OFW shall provide: <ul style="list-style-type: none"> • PSA CENOMAR/Advisory on Marriages of the deceased OFW • PSA Marriage Certificate of the deceased OFW • Authorization Letter executed by the legal spouse (if living) and valid ID • PSA Death Certificate of the legal spouse (if deceased) • PSA Birth Certificate of the son or daughter of OFW Valid ID of son or daughter of OFW 2. Parent (either mother or father of OFW) shall provide: <ul style="list-style-type: none"> • PSA CENOMAR/Advisory on Marriages of the deceased OFW • PSA Marriage Certificate of the deceased OFW • Authorization Letter executed by the legal spouse (if living) and valid ID • PSA Death Certificate of the legal spouse (if deceased) 	<ul style="list-style-type: none"> • PSA
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<ul style="list-style-type: none">● PSA Birth Certificate of the OFW● Valid ID of one of the parents <p>3. Sibling (brother or sister of OFW) shall provide:</p> <ul style="list-style-type: none">● PSA CENOMAR/Advisory on Marriages of the deceased OFW● PSA Marriage Certificate of the deceased OFW● Authorization Letter executed by the legal spouse (if living) and valid ID● PSA Death Certificate of the legal spouse (if deceased)● Valid ID of the brother or sister● PSA Birth Certificate of the deceased OFW <p>PSA Birth Certificate of the brother of sister</p> <p>4. Other relatives shall provide:</p> <ul style="list-style-type: none">● PSA CENOMAR/Advisory on Marriages of the deceased OFW● PSA Marriage Certificate of the deceased OFW● Special Power of Attorney executed by the legal spouse (if living) and valid ID● Special Power of Attorney executed by the nearest NOK (following the order of precedence) and valid ID● PSA Death Certificate of the legal spouse (if deceased)● Valid ID of the relative	
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<p>➤ If deceased has MULTIPLE SPOUSE</p> <ul style="list-style-type: none"> • Spouse with the earliest recorded marriage in the PSA Advisory of Marriages has the authority to execute the Letter of Acceptance • PSA CENOMAR/Advisory on Marriages of the deceased OFW • PSA Marriage Certificate of the first marriage between the deceased OFW and the legal spouse • Valid ID of the legal spouse 	<ul style="list-style-type: none"> • PSA
<p>➤ If the deceased OF is SINGLE</p> <ol style="list-style-type: none"> 1. Son or daughter of OFW of legal age shall provide: <ul style="list-style-type: none"> • PSA CENOMAR of the deceased OFW • PSA Birth Certificate of the deceased OFW • PSA Birth Certificate of the son or daughter of OFW • Valid ID of son or daughter of OFW 2. In the absence of the son or daughter, the LOA may be executed by the nearest NOK following the order of precedence and the corresponding requirements <ol style="list-style-type: none"> a. Parent (either mother or father of OFW) shall provide: <ul style="list-style-type: none"> • PSA CENOMAR of the deceased OFW • PSA Birth Certificate of the deceased OFW • Valid ID of one of the parents b. Sibling (Brother or Sister of OFW) shall provide: <ul style="list-style-type: none"> • PSA CENOMAR of the deceased OFW 	<ul style="list-style-type: none"> • PSA



<ul style="list-style-type: none"> • PSA Birth Certificate of the deceased OFW • PSA Birth Certificate of the brother or sister of the deceased OFW • Valid ID of the brother or sister of the deceased OFW <p>c. Other relative shall provide:</p> <ul style="list-style-type: none"> • PSA CENOMAR of the deceased OFW • PSA Birth Certificate of the deceased OFW • Special Power of Attorney executed by the nearest NOK (following the order of precedence) and valid ID • Valid ID of the relative 	
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CLIENT STEPS	AGENCY ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
10. OUMWA processes ATN requests received through email oumwa@dfa.gov.ph or sorksa.oumwa@gmail.com if the case is in Saudi Arabia, via phone queries (02-88344996) or report from Philippine Foreign Service Posts (FSPs)**	<p>10.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</p> <p>10.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</p>	None	20 Minutes	Receptionist/ Case Officer



	<p>10.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>10.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>			
11. Online/Phone/In-Person Interview	<p>11.1. The case officer shall provide general assessment of the particular case.</p> <p>11.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>11.3. 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>11.4. 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>11.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>11.6. The case officer shall provide his contact details to the client.</p>			
12. Case transmittal	12.1. The case officer shall draft an official communication referring the case to the respective Foreign	None	<p>For urgent cases, communications shall be drafted within the day</p> <p>For non-urgent cases, communication</p>	<p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p>



	12.2. Service Post and/or other concerned government agencies. If documented, the case officer shall endorse the case and coordinate with the local manning agency.		ns shall be drafted within three working days	
13. Providing updates to clients	13.1. 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
14. ATN Funding	14.1. In some cases, FSP will request ATN funding to cover the cost of the medical repatriation of the OF.	None	For urgent cases, case officer shall start processing the funding within the day	Case Officer Supervisors UMWA Budget Division



	14.2. 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
15. Arrival Arrangements	15.1. As necessary, the case officer shall endorse the case and coordinate with DOH, OWWA, and/or DSWD for the arrival of the OF** 15.2. 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
16. Arrival of the OF	16.1. 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
17. Connecting flights	17.1. On some meritorious cases, OUMWA extends	None	Immediate upon arrival of the repatriate	Case Officer



	<p>assistance for the purchase of airfare ticket for the repatriate's provincial connecting flight.</p> <p>17.2. The case officer shall coordinate with the accredited travel agency for the issuance of the flight ticket.</p> <p>17.3. As necessary, OUMWA shall admit the OF in a hospital, in coordination with DOH.</p>			Travel Coordinator Officer
18. Provision of Financial Assistance	<p>18.1. In some meritorious cases, OUMWA shall provide financial assistance to the repatriate upon arrival in the Philippines.</p> <p>18.2. 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.



**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

***Highly dependent on the discretion of the approving authority, employer, foreign government, and other external factors that are beyond the control and jurisdiction of OUMWA.*

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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 OF THE SERVICE	<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 person abroad and his/her contact details 	<ul style="list-style-type: none"> OUMWA Reception Counter If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<ul style="list-style-type: none"> Authorization Letter (If requested by FSPs). 	

CLIENT STEPS	AGENCY ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
17. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	17.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 17.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.	None	20 Minutes	Receptionist/ Case Officer



	<p>17.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>17.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>			
18. Online/Phone/In-Person Interview	<p>18.1. The case officer shall provide general assessment of the particular case.</p> <p>18.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>18.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>18.4. 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>18.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>18.6. The case officer shall provide his contact details to the client.</p>			
19. Case transmittal	<p>19.1. 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>19.2. If documented, the case officer shall endorse the</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>



	case and coordinate with the local manning agency.			
20. Providing updates to clients	20.1. 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
21. ATN Funding	<p>21.1. In some cases, FSP will request ATN funding to cover the cost of the medical repatriation of the OF.</p> <p>21.2. 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>
22. Arrival Arrangements	22.1. The case officer shall also inform the NOK and other concerned agencies on	None	Within three days upon receipt of the flight details	Case Officer



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

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***Highly dependent on the discretion of the approving authority, employer, foreign government, and other external factors that are beyond the control and jurisdiction of OUMWA.*

****ATNSIA is currently implemented to some Philippine Foreign Service Posts (FSPs) in the Middle East and proposed to other FSPs.*



7. EMPLOYMENT RELATED CONCERNS	
OFFICE OR DIVISION	OUMWA-Assistance-to-National Division
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	G2C, G2G, G2B
WHO MAY AVAIL OF THE SERVICE	<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 	<ul style="list-style-type: none"> • OUMWA Reception Counter • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<ul style="list-style-type: none"> • Employment contract 	

CLIENT STEPS	AGENCY ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
5. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	5.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 5.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 5.3. For old clients, OUMWA shall provide the client a follow-up slip and a	None	20 Minutes	Receptionist/ Case Officer



	5.4. Client Feedback Form. Upon submission of the Forms, the client shall be referred to the proper case officer.			
6. Online/Phone/In-Person Interview	<p>6.1. The case officer shall provide general assessment of the particular case.</p> <p>6.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>6.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>6.4. In case of follow-up concerns, the case officer shall inform the client of</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>updates based on Post's report and information obtained from other concerned parties.</p> <p>6.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>6.6. The case officer shall provide his contact details to the client.</p>			
7. Case transmittal	<p>7.1. 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>7.2. 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>



8. Providing updates to clients	8.1. 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
11. Continuous Monitoring	11.1. The case officer shall continuously monitor the case and shall do necessary action, as needed. Case officers use their respective monitoring tools (i.e. <i>OUMWA Internal Records Information Center</i> or <i>ATN Shared Information Administration</i>)** *	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.

*Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.

**Highly dependent on the discretion of the approving authority, employer, foreign government, and other external factors that are beyond the control and jurisdiction of OUMWA.

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8. JAIL VISITATION	
OFFICE OR DIVISION	OUMWA-Assistance-to-National Division
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	G2C, G2G, G2B
WHO MAY AVAIL OF THE SERVICE	<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 • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com

CLIENT STEPS	AGENCY ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
5. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	5.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 5.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 5.3. For old clients, OUMWA shall provide the client a follow-	None	20 Minutes	Receptionist/ Case Officer



	5.4. up slip and a Client Feedback Form. Upon submission of the Forms, the client shall be referred to the proper case officer.			
6. Online/Phone/In-Person Interview	<p>6.1. The case officer shall provide general assessment of the particular case.</p> <p>6.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>6.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>6.4. In case of follow-up concerns, the case officer</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>6.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>6.6. The case officer shall provide his contact details to the client.</p>			
7. Case transmittal	<p>7.1. 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	<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>
8. Providing updates to clients	<p>8.1. Upon receiving feedback from FSP and other concerned agencies**, the case officer shall</p>	None	<p>For urgent cases, case officer shall inform NOK or other interested parties immediate upon</p>	Case Officer



	contact and inform the client on the updates of the case.		receipt of the update For non-urgent cases, NOK or other interested parties shall be informed within three working days	
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12. Continuous Monitoring	<p>12.1. The case officer shall continuously monitor the case and shall do necessary action, as needed.</p> <p>Case officers use their respective monitoring tools (i.e. OUMWA Internal Records Information Center or ATN Shared Information Administration)***</p>	None	Continuous monitoring until the case is closed	Case Officer
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Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

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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 OF THE SERVICE	<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 • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com

CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
4. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	4.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 4.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.	None	20 Minutes	Receptionist/ Case Officer



	<p>4.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>4.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>			
5. Online/Phone/In-Person Interview	<p>5.1. The case officer shall provide general assessment of the particular case.</p> <p>5.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>5.3. The case officer will request the client to provide additional documents that may be required to facilitate the</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>request for assistance.</p> <p>5.4. 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>5.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>5.6. The case officer shall provide his contact details to the client.</p>			
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6. Passport endorsement	<p>6.1. The case officer shall draft an endorsement memo to OCA-Passport Division to accommodate the NOK in the Passport Courtesy Lane.</p> <p>6.2. 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:				
4. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>4.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</p> <p>4.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p> <p>4.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>4.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>	None	20 Minutes	Receptionist/ Case Officer
5. Online/Phone/In-Person Interview	5.1. The case officer shall provide general	None	10-30 minutes, or	Case Officer



	<p>assessment of the particular case.</p> <p>5.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>5.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>5.4. 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>5.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>5.6. The case officer shall provide his contact details to the client.</p>		more, depending on the nature of the case	
6. Visa endorsement	6.1. Visa referral depends upon the country of destination. Case officers may:	None	30 minutes for the Certification	Case Officer Supervisors



	<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.		<p>For letter and memo:</p> <p>For urgent cases, within the day</p> <p>For non-urgent cases, within three days</p>	Administrative Officer
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With ATN Funding for Roundtrip Airfare Ticket:					
5. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	5.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 5.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. 5.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form. 5.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist/ Case Officer	
6. Online/Phone/In-Person Interview	6.1. The case officer shall provide general assessment of the particular case. 6.2. The case officer shall explain to the client the	None	10-30 minutes, or more, depending on the nature of the case	Case Officer	



	<p>general actions to be undertaken by the Office and Post on the request.</p> <p>6.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>6.4. 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>6.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>6.6. The case officer shall provide his contact details to the client.</p>			
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7. Request for funding	<p>7.1. If endorsed by FSP, process ATN fund request.</p> <p>7.2. If requested only by the client, the case officer shall draft a memo to the Secretary for the approval of the request.**</p>	None	<p>For urgent cases, within the day</p> <p>For non-urgent cases, within three days</p>	<p>Case Officer</p> <p>Supervisors</p>
8. Approved roundtrip airfare ticket	8.1. When the request has been approved, the case officer shall arrange the flight booking of the NOK.	None	<p>For urgent cases, within the day</p> <p>For non-urgent cases, within three days</p>	<p>Case Officer</p> <p>Travel Coordinator Officer</p>

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

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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 OF THE SERVICE	<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 • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<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 ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
6. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	6.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 6.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. 6.3. For old clients, the receptionist	None	20 Minutes	Receptionist/ Case Officer



	6.4. shall provide the client a follow-up slip and a Client Feedback Form. Upon submission of the Forms, the client shall be referred to the proper case officer.			
7. Online/Phone/In-Person Interview	<p>7.1. The case officer shall provide general assessment of the particular case.</p> <p>7.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>7.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>7.4. In case of follow-up</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>7.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>7.6. The case officer shall provide his contact details to the client.</p>			
8. Case transmittal	<p>8.1. 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	<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>
9. Providing updates to clients	<p>9.1. Upon receiving feedback from FSP and other concerned</p>	None	<p>For urgent cases, case officer shall inform NOK or other interested</p>	Case Officer



	agencies**, the case officer shall contact and inform the client on the updates of the case.		parties immediate upon receipt of the update For non-urgent cases, NOK or other interested parties shall be informed within three working days	
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10. Continuous Monitoring	<p>10.1. The case officer shall continuously monitor the case and shall do necessary action, as needed.</p> <p>Case officers use their respective monitoring tools (i.e. OUMWA Internal Records Information Center or ATN Shared Information Administration)***</p>	None	Continuous monitoring until the case is closed	Case Officer
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Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

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11. RECOMMENDATION FOR BLACKLISTING	
OFFICE OR DIVISION	OUMWA-Assistance-to-National Division
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	G2C, G2G, G2B
WHO MAY AVAIL OF THE SERVICE	<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 ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
5. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>5.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</p> <p>5.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p> <p>5.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>5.4. Upon submission of</p>	None	20 Minutes	Receptionist/ Case Officer



		the Forms, the client shall be referred to the proper case officer.			
6. Online/Phone/In-Person Interview	6.1.	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
	6.2.	The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.			
	6.3.	The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.			
	6.4.	In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and			



	<p>information obtained from other concerned parties.</p> <p>6.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>6.6. The case officer shall provide his contact details to the client.</p>			
7. Case transmittal	<p>7.1. 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>
8. Providing updates to clients	<p>8.1. 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	<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</p>	Case Officer



			parties shall be informed within three working days	
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Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

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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 OF THE SERVICE	<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 • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<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 ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
6. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	6.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 6.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form. 6.3. For old clients, the receptionist	None	20 Minutes	Receptionist/ Case Officer



	6.4. shall provide the client a follow-up slip and a Client Feedback Form. Upon submission of the Forms, the client shall be referred to the proper case officer.			
7. Online/Phone/In-Person Interview	<p>7.1. The case officer shall provide general assessment of the particular case.</p> <p>7.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>7.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>7.4. In case of follow-up</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>7.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>7.6. The case officer shall provide his contact details to the client.</p>			
8. Case transmittal	<p>8.1. 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>
9. Providing updates to clients	<p>9.1. Upon receiving feedback from FSP and other concerned</p>	None	<p>For urgent cases, case officer shall inform NOK or other interested</p>	Case Officer



	agencies**, the case officer shall contact and inform the client on the updates of the case.		parties immediate upon receipt of the update For non-urgent cases, NOK or other interested parties shall be informed within three working days	
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10. Continuous Monitoring	<p>10.1. The case officer shall continuously monitor the case and shall do necessary action, as needed.</p> <p>Case officers use their respective monitoring tools (i.e. OUMWA Internal Records Information Center or ATN Shared Information Administration)***</p>	None	Continuous monitoring until the case is closed	Case Officer
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Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

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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 OF THE SERVICE	<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 • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<ul style="list-style-type: none"> • Death Certificate 	<ul style="list-style-type: none"> • PSA (NSO)
<ul style="list-style-type: none"> • POEA BalikManggagawa Information Sheet 	<ul style="list-style-type: none"> • POEA
<ul style="list-style-type: none"> • OWWA Membership Verification Sheet 	<ul style="list-style-type: none"> • OWWA
<ul style="list-style-type: none"> • Other requirements FSPs may require (i.e., SPA, affidavit, application forms, letter requests) 	
If OFW is Single:	
<ul style="list-style-type: none"> • Birth Certificate of OFW 	<ul style="list-style-type: none"> • PSA (NSO)
<ul style="list-style-type: none"> • CENOMAR of the deceased OFW 	<ul style="list-style-type: none"> • POEA
<ul style="list-style-type: none"> • Marriage Contract of parents 	<ul style="list-style-type: none"> • PSA (NSO)
<ul style="list-style-type: none"> • Death Certificate of deceased parents 	<ul style="list-style-type: none"> • PSA (NSO)
<ul style="list-style-type: none"> • Two (2) valid IDs of each parent 	<ul style="list-style-type: none"> • Government Issued
<ul style="list-style-type: none"> • Birth Certificate of illegitimate child/children <ul style="list-style-type: none"> ○ If both parents are deceased, Birth Certificate of all siblings 	<ul style="list-style-type: none"> • PSA (NSO)
If OFW is Married:	
<ul style="list-style-type: none"> • Certificate of Advisory of Marriage 	<ul style="list-style-type: none"> • 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
<i>If requesting for bank transfer of benefits:</i>	
• Photocopy with signature of Bank Passbook	• ATN Client
• Documents containing readable account number, bank branch, account name and signature of claimant	• ATN Client
• Duly Notarized Sworn Affidavit of Undertaking executed by all adult heirs	• ATN Client

CLIENT STEPS	AGENCY ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
6. OUMWA processes ATN request received through email esb.oumwa@gmail.com or phone queries (02-88344996) or walk-in clients or report from Philippine Foreign Service Posts (FSPs)	<p>6.1. The client shall register his personal information in the ATN-Client Monitoring Sheet.</p> <p>6.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p> <p>6.3. For old clients, OUMWA shall provide</p>	None	20 Minutes	Receptionist/ Case Officer



	6.4.	the client a follow-up slip and a Client Feedback Form. Upon submission of the Forms, the client shall be referred to the proper case officer.			
7. Online/Phone/In-Person Interview	7.1. 7.2. 7.3.	The case officer shall provide general assessment of the particular case. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>7.4. 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>7.5. The case officer shall ask the client to accomplish the Client Feedback Form online or in-person</p> <p>7.6. The case officer shall provide his contact details to the client.</p>			
8. Case transmittal	8.1. The case officer shall draft an official communication referring the case to other concerned government agencies.	None	<p>For urgent cases, communications shall be drafted within the day</p> <p>For non-urgent cases, communications shall be drafted within</p>	<p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p>



			three working days	
9. Providing updates to clients (Online/Phone/In-Person)	9.1. 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 immediately 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
10. For bank transfer	<p>10.1. The case officer shall submit all documentary requirements to the Supervisor and to the Undersecretary for approval and signature.</p> <p>10.2. Upon approval of the Undersecretary, the case officer shall make a letter to the bank to process the transfer</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> <p>Pick-Up through Personal</p>	Case Officer



	10.3. of the money to the account of the NOK. The case officer shall inform the NOK on the date of transmittal and probable date within which the amount transmitted may be claimed.		Appearance - same day release from the Bank	
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Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

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14. 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 OF THE SERVICE	<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 ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
6. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>6.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</p> <p>6.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p> <p>6.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p>	None	20 Minutes	Receptionist/ Case Officer



	6.4. Upon submission of the Forms, the client shall be referred to the proper case officer.			
7. Online/Phone/In-Person Interview	<p>7.1. The case officer shall provide general assessment of the particular case.</p> <p>7.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>7.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>7.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>report and information obtained from other concerned parties.</p> <p>7.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>7.6. The case officer shall provide his contact details to the client.</p>			
8. Case transmittal	<p>8.1. 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	<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>
9. Providing updates to clients	<p>9.1. Upon receiving feedback from FSP and other concerned agencies**, the case officer shall contact and inform the client on the</p>	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



	updates of the case.		other interested parties shall be informed within three working days	
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10. Continuous Monitoring	<p>10.1. The case officer shall continuously monitor the case and shall do necessary action, as needed.</p> <p>Case officers use their respective monitoring tools (i.e. <i>OUMWA Internal Records Information Center</i> or <i>ATN Shared Information Administration</i>)***</p>	None	Continuous monitoring until the case is closed	Case Officer
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Note: This matrix applies in ordinary / regular circumstances. The procedure and requirement may vary due to some other factors.

**Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.*

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15. 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 OF THE SERVICE	<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 If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com
<ul style="list-style-type: none"> Other relevant documents 	

CLIENT STEPS	AGENCY ACTION	FEE S	PROCESSING TIME	PERSON RESPONSIBLE
7. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>7.1. The client shall register his personal information in the ATN Client Monitoring Sheet</p> <p>7.2. For new clients OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p>	None	20 Minutes	Receptionist/ Case Officer



	<p>7.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>7.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>			
8. Online/Phone/In-Person Interview	<p>8.1. The case officer shall provide general assessment of the particular case.</p> <p>8.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</p> <p>8.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</p> <p>8.4. In case of follow-up concerns, the case officer shall inform the client of updates</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>based on Post's report and information obtained from other concerned parties.</p> <p>8.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>8.6. The case officer shall provide his contact details to the client.</p>			
9. Case transmittal	<p>9.1. 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	<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>
10. Provision of LAF	<p>10.1. In some cases, Post will request Legal Assistance Funding for the retainer fee lawyers handling the case of detained OFs.</p> <p>10.2. Case officers shall process the funding, subject to the</p>	None	At least one week processing	<p>Case Officer</p> <p>Supervisors</p> <p>UMWA</p>



	approval of the Undersecretary.			
11. Providing updates to clients	11.1. 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
12. Continuous Monitoring	<p>12.1. The case officer shall continuously monitor the case and shall do necessary action, as needed.</p> <p>Case officers use their respective monitoring tools (i.e. <i>OUMWA Internal Records Information Center</i> or <i>ATN Shared Information Administration</i>)*</p> <p>**</p>	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.

*Clients received through the official Facebook page or hotlines serve to inform the clients of the proper procedures and refer them to the appropriate office or agency.



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FEEDBACK AND COMPLAINTS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	<p>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 or email it online through oumwa@dfa.gov.ph. Clients can also call OUMWA's landline number 8834-4996 to provide feedbacks.</p> <p>Contact Info.: 8834-4996 Email Add.: oumwa@dfa.gov.ph</p>
How feedback is processed?	<p>Every month, two designated personnel opens and compiles all returned Client Feedback Forms. The same personnel shall encode and tabulate all accomplished forms.</p> <p>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.</p>
How to file a complaint?	<p>Complaint may be stated in the Client Feedback Form or raised during the online/phone/ in-person interview.</p> <p>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).</p> <p>For similar concerns: Contact Info.: 8834-4996 Email Add.: oumwa@dfa.gov.ph</p>
How complaints are processed?	<p>Complaints are received either through Client Feedback Form or from external government agencies.</p> <p>Upon receipt, it is reported to the supervising officer for evaluation and appropriate action.</p> <p>Response through official letter shall be drafted by the case officer in order to address complaint.</p>



	Upon vetting of supervising officer, the response letter shall be sent to the complainant.
Contact Information of ARTA, PCC, CCB	ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)