



DEPARTMENT OF FOREIGN AFFAIRS

CITIZEN'S CHARTER
(2024 1st Edition)



**DEPARTMENT OF FOREIGN AFFAIRS
(DFA)**

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AGENCY PROFILE

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.



Board of Foreign Service Administration (BFSA) Secretariat

INTERNAL SERVICES



1. Application for BFSA Clearance

Office or Division:	BFSA Secretariat			
Classification:	Simple			
Type of Transaction:	Philippine Government to Individuals			
Who may avail:	DFA Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Clearance Form			HRMO	
Supporting Documents depending on the Purpose for the Clearance: - Assignment Order (for Foreign Posting) - Accomplished Leave Form (for Maternity Leave, Study Leave, Vacation Leave requiring clearance) - Endorsement from HRMO (for Application for Loans)			HRMO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Clearance Form and Supporting Documents to the BFSA Secretariat	Receive accomplished Clearance Form and Supporting Documents and advise applicant that the signed/annotated clearance will be available within three (3) working days.	-	1 Day	UA Incoming Communications Officer or BFSA Secretariat staff
	BFSA Secretariat staff will enter the application in the Clearance Log Sheet and search the records to ascertain if the applicant has any pending administrative case	-		BFSA Secretariat staff
	BFSA Secretariat staff will endorse the application to the BFSA Board Secretary or Asst. Board Secretary together with any result of the records search	-	1 Day	BFSA Secretariat staff



	BFSA Board Secretary or Asst. Board Secretary validates the search result and sign or annotate the clearance form, whichever is applicable and return the form to the staff for release	-		BFSA Board Secretary or Asst. Board Secretary
2. Applicant or authorized representative picks up the signed/annotated clearance	BFSA Secretariat staff will release the signed/annotated clearance and request the applicant or authorized representative to sign the receiving column of the Clearance Logsheet, together with the date of receipt	-	1 Day	BFSA Secretariat staff
TOTAL		0	3 Days	



2. Application for Certification of No Pending Administrative Case

Office or Division:	BFSA Secretariat			
Classification:	Complex			
Type of Transaction:	Philippine Government to Individuals			
Who may avail:	DFA Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter for Certification of No Pending Administrative Case addressed to the BFSA Secretariat, indicating the: <ul style="list-style-type: none"> - Name of the Applicant - Purpose of the Certification 			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request with complete details to the BFSA Secretariat	Receive the request and advise applicant that the Certification will be available within seven (7) working days.	-	1 Day	UA Incoming Communications Officer or BFSA Secretariat staff
	BFSA Secretariat staff will enter the application in the Certification Log Sheet and search the records to ascertain if the applicant has any pending administrative case	-	2 Days	BFSA Secretariat staff
	BFSA Secretariat staff will endorse the application to the BFSA Board Secretary or Asst. Board Secretary together with the result of the records search and draft Certification	-	1 Day	BFSA Secretariat staff
	BFSA Board Secretary or Asst. Board Secretary validates the records search result, reviews the draft certification, and return the	-	1 Day	BFSA Board Secretary or Asst. Board Secretary



	draft Certification to the staff for finalization			
	BFSA Secretariat staff will finalize the Certification, affix the DFA dry seal and submit to the BFSA Board Secretary or Asst. Board Secretary for signature	-	1 Day	BFSA Secretariat staff
	BFSA Board Secretary or Asst. Board Secretary will sign the Certification and return the same to the staff for release	-		BFSA Board Secretary or Asst. Board Secretary
2. Applicant or authorized representative picks up the Certification	BFSA Secretariat staff will release the Certification and request the applicant or authorized representative to sign the receiving column of the Certification Logsheets, together with the date of receipt	-	1 Day	BFSA Secretariat staff
TOTAL		0	7 Days	



3. Request for Certified True Copy of Case Documents

Office or Division:	BFSA Secretariat			
Classification:	Complex			
Type of Transaction:	Philippine Government to Individuals; Philippine Government to Other Offices			
Who may avail:	Parties to the Case, Counsels or Other Offices that have direct involvement in an Administrative Case against a DFA Employee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter for Certified True Copy of the Documents addressed to the BFSA Secretariat, indicating the: <ul style="list-style-type: none"> - Name of the Applicant - Purpose of the Request for Certified Documents 			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request with complete details to the BFSA Secretariat	Receive the request and advise applicant that the Certified documents will be available within seven (7) working days.	-	1 Day	UA Incoming Communications Officer or BFSA Secretariat staff
	BFSA Secretariat staff will enter the application in the Request for Documents Log Sheet and search the records to ascertain that the official custody of the original of the requested documents is lodged with the BFSA Secretariat	-	2 Days	BFSA Secretariat staff
	BFSA Secretariat staff will endorse the application to the BFSA Board Secretary or Asst. Board Secretary together with the result of the records search	-	1 Day	BFSA Secretariat staff
	BFSA Board Secretary or Asst. Board Secretary validates the records search result and clears the reproduction of the requested documents	-		BFSA Board Secretary or Asst. Board Secretary
	BFSA Secretariat staff will reproduce the requested documents and certify as true	-	2 Days	BFSA Secretariat staff



	copies those whose original is officially in the custody of the BFSA Secretariat			
3. Applicant or authorized representative picks up the Certified Documents	BFSA Secretariat staff will release the Certification and request the applicant or authorized representative to sign the receiving copy of the requested documents and the receiving column of the Certification Logsheet, together with the date of receipt	-	1 Day	BFSA Secretariat staff
TOTAL		0	7 Days	



Department Legislative Liaison Unit (DLLU)

EXTERNAL SERVICES



1. Processing of Consular Endorsements from Legislators

Vet congressional endorsements for consular services (i.e. passport, authentication, visa, et al) and ensure their timely transmittal to the concerned office of the Department, i.e. the Office of Consular Affairs (DFA-OCA) and/or the Office of the Undersecretary for Civilian Security and Consular Affairs (DFA-OUCSCA)

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 consular endorsements via email addressed to the DLLU Assistant Secretary. (Consular Endorsement Services are done via email)	DLLU sends to OCA/OUCSCA the endorsement transmittal containing several individuals endorsed by endorsing parties. Email responses and also sent to the client	None	Within 24 hrs	DLLU Consular Team
TOTAL:		None	Within 24 hrs	



2. Coordinating DFA attendance to Legislative Meetings/Hearings

Coordination includes conveying to the concerned offices of the Department the schedule of meetings, the latest status of DFA-related bills and resolutions, and other acts of Congress relevant to the Department.

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. (Coordination with DFA Offices is done via email and Viber)	Drafting and sending memos and/or verbal communications to the concerned offices of the Department 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 representatives from the Department to Congressional hearings/meetings	None	Within 24 hrs	DLLU Legislative Team
TOTAL:		None	3 days	



3. Transmittal of DFA Recommendations to the Legislative

Transmitting / conveying the positions, comments and/or recommendations of the DFA on certain legislative measures.

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 comments on DFA-related bills and resolutions, treaties pending Congressional concurrence, and other acts of Congress, and the status of such measures/acts.	Transmitting / conveying the position, comments or recommendations of the DFA on certain legislative measures	None	Within 24 hrs	DLLU Legislative Team
TOTAL:		None	Within 24 hrs	



4. Processing of Assistance-to-Nationals Referrals from Legislators

Facilitates the onward transmittal of ATN case referrals from the Legislative to the Office of the Undersecretary of Migrant Workers Affairs and/or concerned Foreign Service Post (FSP)

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 Assistant Secretary. (Referrals for ATN services are done via email)	DLLU vets Congressional endorsement and then forwards request for ATN Assistance to OUMWA and/or concerned FSPs	None	Within 24 hrs	DLLU ATN Team
TOTAL:		None	Within 24 hrs	



Department Legislative Liaison Unit (DLLU)

INTERNAL SERVICES



1. Transmittal of Special Messages to and from the Legislative

Transmittal of the special messages of SFA and other DFA officials to Legislative officials and vice versa, as well as messages from the Legislative addressed to their foreign counterparts and vice-versa.

Office or Division		DLLU		
Classification		Simple		
Type of Transaction		G2G		
Who may avail:		SFA 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
Special messages/letters are submitted to the DLLU for onward Transmittal to their intended recipient/s (Transmittal of special messages are done in advance via email. Physical copies of letters are still transmitted via DLLU's messenger)	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	Within 24 hrs	DLLU Legislative Team
TOTAL:		None	Within 24 hrs	



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

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

Office or Division		DLLU		
Classification		Simple		
Type of Transaction		G2G		
Who may avail:		SFA 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
Heads of DFA Offices sends DLLU a request for Legislative Documents and/or other materials (Acquisition of Legislative documents, congressional materials, etc. are done via email)	DLLU coordinates with the Congressional Committees, offices and/or individuals who have custody over the requested legislative documents and other materials (i.e. Minutes of Meetings)	None	Within 24 hrs	DLLU Legislative Team
TOTAL:		None	Within 24 hrs	



3. Coordinating submission of inputs and participation in the DFA Budget Hearings by the Legislative

Monitors the status of the DFA budget in the proposed GAA, including the schedule of budget hearings, DFA attendance and inputs, and conduct of deliberations.

Office or Division	DLLU			
Classification	Simple			
Type of Transaction	G2G			
Who may avail:	SFA and Other DFA officials (Usually Asec level and above)			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
None	None			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DFA offices may submit requests for information to DLLU on the status of the deliberations on the DFA Budget by the Legislative (Due to the onset of COVID-19, requests for assistance and coordination meetings have been shifted to online platforms, through email, Google Meet, Zoom, etc.)	Convey information to alert the SFA and concerned DFA offices of the latest status of the DFA Budget. Ensures the DFA's timely and appropriate intervention at all stages of budget legislation.	None	Within 72 hrs	DLLU Legislative Team
TOTAL:		None	Within 72 hrs	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	Feedback can be sent via email to dllu@dfa.gov.ph DLLU's front desk also has client feedback forms for those who want to send in their comments physically
How is feedback 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 or submitted physically through an official letter complaint at the DLLU front desk
How are complaints processed?	Complaints are read by the Head of Office and analyzed to see if there are process improvements that can be done to avoid such issues in the future. 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 under the Civil Service Commission rules and regulations i.e. 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	
Office	Address	Contact Information
DFA 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 (ISU)

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



5. Radio Frequency Clearance

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



Intelligence and Security Unit (ISU)

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



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

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



FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback?	Feedback can be sent via email to isu@dfa.gov.ph
How feedbacks are processed?	ISU's front desk also has client feedback forms for those who want to send in their comments. Feedback forms are tallied at the end of every month. 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 of Asset Management and Support Services (OAMSS)

INTERNAL SERVICES



1. Property and Support Services Division – Return of Equipment

Office or Division:		Property, Inventory and Disposal Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Property Return Slip Property to be returned (if executing PRS) 			<ul style="list-style-type: none"> OAMSS-PSSD, or End-User AO / PO 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished PRS.	Checks accountable PPEs and accepts return of PPE.	None	1 – 3 days, depending on the number of accountable properties.	PIDS Staff
	Initials on PRS once client is cleared from accountabilities.			PIDS Staff
	Signs PRS and Clearance of the client			OAMSS-PSSD Director
Client picks up a copy of PRS.				PIDS Staff

2. Property and Support Services Division – Transfer of Equipment

Office or Division:		Property, Inventory and Disposal Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Property Transfer Report 			<ul style="list-style-type: none"> OAMSS-PSSD, or End-User AO / PO 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished PTR together with accountable PPE	Checks accountable PPEs and accepts return of PPE.	None	1 – 3 days, depending on the number of accountable properties.	PIDS Staff
	Initials on PTR once client is cleared from accountabilities.			PIDS Staff
	Signs PTR and Clearance of the client			OAMSS-PSSD Director
Client picks up a copy of PTR and signs log book.	Countersigns logbook			PIDS Staff



3. Property and Support Services Division – Clearance from Accountabilities

Office or Division:		Property, Inventory and Disposal Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Property Transfer Report Property Return Slip Property to be returned (if executing PRS) 			<ul style="list-style-type: none"> OAMSS-PSSD, or End-User AO / PO 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Clearance together with duly accomplished PTR or PRS to OAMSS-PSSD: PIDS	Checks accountable PPE/s and (1) transfer to another accountable Officer Or (2) clear accountability of personnel through return of equipment	None	1 – 3 days, depending on the number of accountable properties.	PIDS Staff
	Signs Clearance of the client			OAMSS-PSSD Director
Client picks up Clearance together with a copy of signed PTR/PRS and signs log book.	Countersigns logbook			PIDS Staff

4. Property and Support Services Division – Request for Accountable Form

Office or Division:		Property, Inventory and Disposal Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Memorandum Request Acknowledgement (upon receipt of Accountable Forms) RIS 			<ul style="list-style-type: none"> OAMSS-PSSD, or End-User AO / PO 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for accountable forms through	Prepares and packs Accountable Forms and Manifest for sending to FSPs / COs	None	1 – 5 days, depending on date of request and schedule of the	PIDS Staff



communications (Memo or Fax)	Prepares Accountable Forms and RIS		Diplomatic Pouch going to FSPs.	OAMSS-PSSD Director PIDS Staff PIDS Staff
	Signs Manifest			
	Sends Manifest to OAMSS-GRAD / OCA to be pouched to FSPs / COs			
Acknowledge AF through Communications Reply	File acknowledgement or RIS			
Acknowledge AF through signing of RIS				

5. Property and Support Services Division – Request to Borrow Flag/s

Office or Division:		Property, Inventory and Disposal Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Memorandum Request Borrower's Slip 			<ul style="list-style-type: none"> OAMSS-PSSD, or End-User AO / PO 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for accountable forms through communications (Memo or Fax)	Prepares requested flag and Borrower's slip.	None	1 – 3 days, depending on the	PIDS Staff OAMSS-PSSD Director
Signs the borrowers slip	Files borrowers slip			



6. Property and Support Services Division – Issuance of PAR/ICS

Office or Division:		Property, Inventory and Disposal Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> • PO/Agreement • Invoice • Delivery Receipt • Inspection and Acceptance Receipt • Certificate of Acceptance • Procurement Docs 				<ul style="list-style-type: none"> • OAMSS-PSSD, or • End-User AO / PO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
End-User submits copies of the PO/Agreement, invoice, DR, IAR, Certificate of Acceptance and procurement docs to OAMSS-PSSD	Depending on the price per unit, prepares Property Acknowledgement Receipt (above P15,000.00) or Inventory Custodian Slip (lower than P14,999.00)	None	1 day to 1 week, depending on the number of PPE.	PIDS Staff
	Creates property number and label the PPE		1 day to 1 week, depending on the number of PPE.	
End-user sign PAR/ICS			1 day	
	Signs PAR/ICS		1 day	OAMSS-PSSD Director

7. Property and Support Services Division – Signing of Inspection and Acceptance Receipt

Office or Division:		Property, Inventory and Disposal Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> • Inspection and Acceptance Receipt • Inspected Delivery Receipt • Invoice (if available) • Pertinent BAC Documents 				<ul style="list-style-type: none"> • OAMSS-PSSD, or • End-User AO / PO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
End-user submits IAR already signed by the end-user PO/AO, OFMS-FRMD Inspector and Director, together with inspected Delivery Receipt, Invoice (if available) and pertinent BAC Documents	Signs the IAR	None	Less than 1 hour	OAMSS-PSSD Director

8. Property and Support Services Division – Request for Approval of Gate Pass

Office or Division:		Property, Inventory and Disposal Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> • Gate Pass • ID of the Requesting Party 				<ul style="list-style-type: none"> • OAMSS-PSSD, or • End-User AO / PO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
End-User accomplish and submits gate pass to OAMSS-PSSD	Counterchecks indicated Supplies, Equipment, Furniture, etc. if owned by the Department and name of accountable personnel	None	1 day	PIDS Staff
	Signs gate pass			PIDS Staff
	Signs gate pass			OAMSS-PSSD Director
	Returns gate pass to End-User for submission to ISU			PIDS Staff



9. Property and Support Services Division – Request for Disposal

Office or Division:		Property, Inventory and Disposal Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
•				<ul style="list-style-type: none"> • OAMSS-PSSD, or • End-User AO / PO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits Memorandum / Fax request for authority to dispose of unserviceable properties together with the picture of the unserviceable property, Office Order of Post's Disposal Committee, I&IRUP, WMR, Resolution	Evaluates submission of Post and submits reply if any of the documents evaluated are incomplete	None	1 – 3 days, depending on the volume and type of unserviceable properties	PIDS Staff
	Submits request for approval of authority for Post to dispose of unserviceable properties to UA		1 day	PIDS Staff OAMSS-PSSD Director OAMSS Assistant Secretary
	Evaluates and signs Post's request for authority to dispose of unserviceable properties		1 day to 1 week depending on the volume and type of unserviceable properties	UA SA UASSA Undersecretary for Administration
	Submits UA Approved request to Post, OFMS and COA and indicate request for submission of Post's accomplishment report to OAMSS		1 day	PIDS Staff OAMSS-PSSD Director OAMSS Assistant Secretary
Submits Disposal Accomplishment Report to	Submits Disposal Accomplishment Report to OFMS and COA		1 day	PIDS Staff OAMSS-PSSD Director OAMSS Assistant Secretary



10. Property and Support Services Division – Procurement from PS-DBM

Office or Division:		Procurement Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Purchase Request • APP • CNAS • RIS 			<ul style="list-style-type: none"> • OAMSS-PSSD, or • End-User AO / PO 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits PR together with APP and CNAS	Files request and compile together with other requests	None		PS Staff, End-user
	Drafts APR		1 day	PS Staff
	Signs the APR			
	Signs the APR			
	Sends the APR to OFMS for issuance of check		1 week to 2 months, issuance depending on the availability of signatory at OFMS	PS Staff, OFMS-FRMD, OFMS-Budget, OFMS-HOA, OFMS-Asec's Office
	Brings the APR, check and all other pertinent docs to PS-DBM		1 day	PS Staff
	Processes APR and check		1 week to 3 months, depending on the availability items	PS-DBM
	Informs OAMSS-PSSD of availability of requests from APR		1 day	PS-DBM
	Picks up items from DBM PS		1 day	PS Staff and OAMSS-PSSD Driver
Picks up item from OAMSS-PSSD and sign RIS	Issues items and RIS to end-user.			1 day



11. Property and Support Services Division – Issuance of Memorandum for Price Verification and Certification of Non-Availability of Stocks

Office or Division:		Procurement Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> • Quotation/s • Abstract of Quotation (if quotations received from BAC) • CAF • PPMP • PR/Terms of Reference • CNAS 				<ul style="list-style-type: none"> • OAMSS-PSSD, or • End-User AO / PO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If quotations received from BAC (If End-user made the RFQ, End-user will produce the AoQ. No need for OAMSS to sign the AoQ)	Draft abstract of quotation to signed by end-user and end-user HOO	None	1 day	PS Staff
Submit AoQ, Quotations, CAF, PPMP, PR/ToR to OAMSS-PSSD	Draft Memorandum for Price Verification and Certification of Unavailability in PS-DBM		1 day	PS Staff
	Signs Memorandum for Price Verification and Certification		Less than 1 hour	OAMSS-PSSD Director
	Transmits Memorandum for Price Verification and Certification to OFMS-FRMD		Less than 1 hour	PS Staff



12. Property and Support Services Division – Issuance of Purchase Order / Job Order

Office or Division:		Procurement Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • NOA • BAC Resolution • Abstract of Quotations (Quotations attached) • PR/ToR • CAF • PPMP 			<ul style="list-style-type: none"> • OAMSS-PSSD, or • End-User AO / PO 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits NOA, BAC Reso, AoQ (Quotations attached), PR/ToR, CAF and PPMP to OAMSS-PSSD	Drafts and Numbers PO/JO	None	1 day	PS Staff
	Returns Drafted PO/JO to end-user			

13. Property and Support Services Division – Numbering of Purchase Requests

Office or Division:		Procurement Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Purchase Request 			<ul style="list-style-type: none"> • OAMSS-PSSD, or • End-User AO / PO 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits signed PR	Checks PR Database and tags PR and return to End-user	None	1 day	PS Staff



14. Property and Support Services Division – Issuance of Supplies

Office or Division:		Procurement Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Requisition Issuance Slip 				<ul style="list-style-type: none"> OAMSS-PSSD, or End-User AO / PO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fills out RIS form	Issues requested items and countersigns RIS Form	None	1 hour to 2 days, depending on the number of requested supplies	PS Staff

15. Property and Support Services Division – Request for Issuance of Mobile Phones

Office or Division:		Support Services Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Memorandum Request PPMP Mobile Phone Subscription Application Form Inventory Custodian Slip 				<ul style="list-style-type: none"> OAMSS-PSSD, or End-User AO / PO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sends Memorandum Request for Issuance of Mobile Phone (restricted to positions indicated in DO 20-11) and attaches PPMP	Sends Mobile Subscription Application Form to End-User	None	1 day	SSS Staff
Accomplishes Subscription Application Form and submits to OAMSS-PSSD	Sends Mobile Phone Subscription Application Form to Mobile Phone Contractor		1 day	SSS Staff
	Processes request		1 – 3 months, depending on the availability of Mobile Phone	Mobile Phone Contractor
	Informs End-User and issues ICS for the Mobile Phone		1 Day	SSS Staff



Countersign ICS Form	Issues Mobile phone and ICS duplicate to End-User			SSS Staff
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16. Property and Support Services Division – Request for Use of Official Vehicle

Office or Division:		Transportation Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Memorandum Request (must include date, time and location of the venue) 				<ul style="list-style-type: none"> OAMSS-PSSD, or End-User AO / PO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sends Memorandum request on the use of Official Vehicle	Sets schedule and drafts reply to End-User on the approval of the request	None	1 day	TS Staff OAMSS-PSSD Director OAMSS Assistant Secretary

17. Property and Support Services Division – Request for Use of Lease Vehicle on Holidays, Weekends, Overnight and/or Out of Town

Office or Division:		Transportation Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Memorandum Request (must include date, time and location of the venue) 				<ul style="list-style-type: none"> OAMSS-PSSD, or End-User AO / PO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sends Memorandum request on the use of Official Vehicle	Sets schedule and drafts reply to End-User on the approval of the request	None	1 day	TS Staff OAMSS-PSSD Director OAMSS Assistant Secretary



18. Property and Support Services Division – Request for Issuance of Unavailability of Official Vehicle

Office or Division:		Transportation Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> • Certificate of Unavailability of Official Vehicle accomplished by the End-User • Office Order (must indicate entitlement to travel expenses) 				<ul style="list-style-type: none"> • OAMSS-PSSD, or • End-User AO / PO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits Certificate of Unavailability of Official Vehicle accomplished by the End-User together with Office Order	Signs Certificate of Unavailability of Official Vehicle	None	1 day	OAMSS-PSSD Director

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	Scan QR code at OAMSS-PSSD Client Counter
How feedback is processed	Tabulated and matrixed for analysis.
How to file a complaint	Answer the QR Code at the OAMSS-PSSD Client Counter or send a Memorandum.
How complaints are processed	Complaints are validated and endorsed to the concerned section/unit and the Acting Director of the Division.
Contact Information	oamss.pssd@dfa.gov.ph



19. Engineering and Maintenance Division – Request for Repair / Plumbing Services

Office or Division:		Plumbing Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Service Request Form 				<ul style="list-style-type: none"> OAMSS-EMD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Call local 4220 for a service request for immediate repairs	The assigned personnel will fill out the service request form.	None	1 – 3 days, depending on the availability of materials.	EMD personnel
	The assigned personnel will inform the Director about the service request for his/her approval.			EMD Personnel
	The Director will assign the work to the concerned section			OAMSS-EMD Director
	After the work is accomplished, the requestor needs to sign the service request form.			Requestor
	For Signature of the Director for compilation.			OAMSS-EMD Director



20. Engineering and Maintenance Division – Request for Repair / Electrical Services

Office or Division:		Electrical Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Service Request Form 				<ul style="list-style-type: none"> OAMSS-EMD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Call local 4220 for a service request for immediate repairs	The assigned personnel will fill out the service request form.	None	1 – 3 days, depending on the availability of materials.	EMD personnel
	The assigned personnel will inform the Director about the service request for his/her approval.			EMD Personnel
	The Director will assign the work to the concerned section			OAMSS-EMD Director
	After the work is accomplished, the requestor needs to sign the service request form.			Requestor
	For Signature of the Director for compilation.			OAMSS-EMD Director



21. Engineering and Maintenance Division – Request for Audio-Visual Technical Support

Office or Division:		Audio-Visual Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Reservation Form/Memo from requesting Office 				<ul style="list-style-type: none"> OAMSS-EMD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Call Mr. Pelagio or Mr, Aclado for the reservation of Bulwagang Apolinario Mabini (BAM) or the Bulwagang Elpidio Quirino (BEQ/14th Flr)</p> <p>Or Submit a Memo to OAMSS for reservation of BAM and BEQ</p>	The schedule will be written down to the White board for reservation.	None	1 – 3 days, depending on the availability of materials.	EMD personnel

22. Engineering and Maintenance Division – Request for Furniture Building

Office or Division:		Carpentry Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Service Request Form 				<ul style="list-style-type: none"> OAMSS-EMD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Call local 4220 for a service request for immediate repairs	The assigned personnel will fill out the service request form.	None	1 – 3 days, depending on the availability of materials.	EMD personnel
	The assigned personnel will inform the Director about the service request for approval.			EMD Personnel



	The Director will assign the work to the concerned section			OAMSS-EMD Director
	After the work is accomplished, the requestor needs to sign the service request form.			Requestor
	For Signature of the Director for compilation.			OAMSS-EMD Director

23. Engineering and Maintenance Division – Request for Repair / Civil Works

Office or Division:		Carpentry Section		
Classification:		Simple		
Type of Transaction:		Internal		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Memo from Requesting Office 				<ul style="list-style-type: none"> OAMSS-EMD
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit a Memo to OAMSS requesting for a project related to civil works.	The Director will assigned the work to the concerned section	Materials	1 – 4 days, depending on the project	OAMSS-EMD Director

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	Scan QR code at OAMSS-PSSD Client Counter
How feedback is processed	Tabulated and matrixed for analysis.
How to file a complaint	Answer the QR Code at the OAMSS-PSSD Client Counter or send a Memorandum.
How complaints are processed	Complaints are validated and endorsed to the concerned section/unit and the Acting Director of the Division.
Contact Information	oamss.pssd@dfa.gov.ph



24. Information and Communications Technology Division – IT Repair

Office or Division:	ICTD- Information and Communication Technology Division			
Classification:	Highly Technical			
Type of Transaction:	G2G- Government to Government			
Who may avail:	End-users within the Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting party calls local 4357 (HELP) or logs in technical concerns through the https://eservices.dfa.gov.ph/erequest/	1.1 ICTD's dispatcher responds to calls and assigns to available technician.	None		ICTD Dispatcher
	1.2 Assigned technician calls the end-user regarding the technical concern to further evaluate the nature of request 1.3 Assigned technician resolves the technical concern via remote assistance or on site repair. 1.4 In case unserviceable, TTMU escalates the issue to the supplier.	None	Tier 1: (minor troubleshooting)-within 8 working hours Tier 2: (intermediate troubleshooting)-within 3 working days Tier 3: (major troubleshooting)-within 5 working days escalated to supplier	Technical Troubleshooting Management Unit, ICTD



25. Information and Communications Technology Division – Videoconferencing and Livestreaming Assistance

Office or Division	ICTD- Information and Communication Technology Division			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	End-users in the Home Office, Foreign Service Posts and Consular Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum addressed to Assistant Secretary of OAMSS		oamss.ictd@dfa.gov.ph		
CLIENT STEPS				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting party sends memorandum for technical assistance	1.1 ICTD Staff coordinates with the requesting party.	None	1 hour	ICTD Staff
2. Requesting party further explains details of the meeting.	2.1 Survey of the Venue and assessment of technical requirements. 2.2 Once approved, the requesting party will be provided with the Meeting Details (Time Date, Meeting ID and Password) via email	None	10-20 minutes	ICTD Staff
3. Requesting party hosts/joins the meeting/event	3.1 Standby technical support assists the requesting party to the event proper.	None	Depends on the duration of the Meeting	ICTD Staff



26. Information and Communications Technology Division – Website Assistance

Office or Division:	ICTD- Information and Communication Technology Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	End-users in the Home Office, Foreign Service Posts and Consular Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum for Website Request		OAMSS' Assistant Secretary's office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting party sends a memorandum request for uploading various information to the DFA official website.	1.1 Execute the request and assure that the file is ready for public viewing	None	10-20 minutes	Website Administrator



27. Information and Communications Technology Division – 8888 Hotline Technical Assistance

Office or Division:	ICTD- Information and Communication Technology Division			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
N/A			N/A	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The general public calls or text the complaint to Hotline 8888	1.1 Complaints sent through the portal are filtered upon the particularity/ predicament of the concern sent by the Malacañang via agency.gov.ph (Malacañang to DFA and vice versa)	None	Each ticket is given 27 working hours for referral to the concerned office upon receipt.	DFA 8888 Hotline Technical Officer
	1.2 Technical Officer will send the complaint to the concerned office via sulat.gov.ph (Inter-Office, DFA-Cos-Posts and vice versa) 1.3 If a complaint has no response, Hotline 8888 will resend the complaint for second endorsement where follow up is strictly needed.	None	Pursuant to the Executive Order No. 6, s. 2016 actions should be taken within the 72-hour compliance period upon receipt.	DFA 8888 Hotline Technical Officer
	1.4 Updates/ replies/ feedbacks/ action/s taken by the concerned office will be routed back to the DFA's 8888 unit (agency.gov.ph) and will be transmitted back to Malacañang through the communication system.	None	Pursuant to the Executive Order No. 6, s. 2016 actions should be taken within the 72-hour compliance period upon receipt.	DFA 8888 Hotline Technical Officer
	1.5 Once Malacañang considers the action/s taken by the	None		DFA 8888 Hotline



	<p>concerned office concrete, it will send another reply validating that the complaint shall be closed.</p> <p>1.6 Otherwise, 8888 Hotline Center will send another email which requires developments, instructions or any documentary confirmation that was sent to the caller. Thus, the ticket will remain open until such compliance</p>			Technical Officer
	<p>1.6 E-mails for compliance will be resent to the concerned office for evaluation and appropriate action.</p> <p>1.7 1.7 Once the concerned office adheres to 8888's condition, replies will be routed back to DFA's 8888 unit (agency.gov.ph) and will be transmitted back to Malacañang through the communication system.</p>	None		DFA 8888 Hotline Technical Officer
	<p>1.8 If 8888 will consider the reply/feedback/action/s taken compliant to 8888's standard, it will send an email validating that the ticket has been closed.</p> <p>1.9 Otherwise, it will be resend for follow up until the ticket shall be considered closed by Malacañang.</p>	None		DFA 8888 Hotline Technical Officer



28. Information and Communications Technology Division – Processing of Electronic Communications

Office or Division:		ICTD- Information and Communication Technology Division		
Classification:		Complex		
Type of Transaction:		G2C, G2G		
Who may avail:		End-users in the Home Office, Foreign Service Posts and Consular Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting party request for an incoming document/file	1.1 Thorough monitoring and downloading of incoming communication in ECS synchronized mail client	None	3 minutes	Communication Officer
	1.2 Decipher the incoming communication	None	2 minutes	Communication Officer
	1.3 After decryption, electronically tag the document (Secret or Top Secret, Confidential or Plain)	None	2 minutes	Communication Officer
	1.4 Encode the document's information into the ECS database system to auto generate a control number		10 minutes	Communication Officer
	1.5 Generate a copy of the summary report	None	10 minutes	Communication Officer
	1.6 Disseminate all the incoming documents.	None	30 minutes	Communication Officer
2. Requesting party request for an outgoing document/file	2.1 Accept the original documents upon its approval for transmission	None	2 minutes	Communication Officer
	2.2 Encode the information into the ECS database system to auto generate a control number	None	5 minutes	Communication Officer
	2.3 Convert the original document electronically into a portable document format	None	5 minutes	Communication Officer
	2.4 Secure the document prior to transmission	None	2 minutes	Communication Officer
	2.5 Transmit the communication via DFA managed email account	None	2 minutes	Communication Officer
	2.6 Print out delivery report for client	None	2 minutes	Communication Officer



	2.7 Check and print whether the recipient receives the document. If not acknowledged within 24 hours, resend the document until acknowledged	None	2 minutes	Communication Officer
	2.8 Print the summary report of transmitted documents	None	10 minutes	Communication Officer

29. Information and Communications Technology Division – Transferring and Management of Calls

Office or Division:	ICTD- Information and Communication Technology Division			
Classification:	Simple			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client calls DFA Home Office : (02) 8 834-3000 or (02) 8 834-4000 for assistance	1.1 Telephone operator assist the client to connect to a particular office/ person	None	5-10 minutes or more (depending on the query)	Action Center's phone dispatcher
	1.2 Connect the caller or direct them to the appropriate office/individual	None	1-3 minutes	Action Center's phone dispatcher

30. General Records and Archives Division – Record Disposal

Office or Division:	Records Management Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	End-users within the Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum 2. NAP Form No 3		1. Requesting Office in the Department 2. NAP Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Submit request for disposal of old records with the accomplished National Archives of the Philippines (NAP) Form No. 3 – Authority to Dispose of Records.	<ol style="list-style-type: none"> 1. Prepare a letter addressed to the Executive Director of the National Archives of the Philippines (NAP) and attach the accomplished NAP Form No. 2. Wait for the authority to dispose from NAP 3. Forward the authority to the requesting FSPs, COs or Home Office Units. 	None	1 day At least one month 1 day	Records Clerk
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31. General Records and Archives Division – Numbering and Releasing of Department Issuances

Office or Division:		Records Management Unit		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Memorandum, Letter, and Note Verbale				Requesting Office in the Department
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Department Order/Circular and other issuances for numbering	<ol style="list-style-type: none"> 1. Assign appropriate control number. Check the completeness of the enclosure. 2. Log the numbered documents in the logbook. 3. Prepare transmittal letters addressed to the Office of the National Administrative Registry (ONAR), UP Law Center for publication in the Official Gazette. 4. Prepare a covering memorandum to all FSPs, COs and Home Office Units. 	None	1 day 1 day 3 days 1 day	Records Clerk

32. General Records and Archives Division – Receiving of Documents

Office or Division:	Receiving Unit
Classification:	Simple



Type of Transaction:		G2C, G2B, G2G		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter and Note Verbale			Requesting Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents/letters (original and receiving copy)	<ol style="list-style-type: none"> 1. Stamp "Received" on the copy of the messenger, with his/her initial and the date received. 2. Encode and assign appropriate control numbers. Check the completeness of the enclosure. 3. Record all documents in their respective logbooks 4. Inform concerned office or personnel of the documents and mails received that are ready for pick up. 	None	10 minutes 30 minutes 10 minutes 10 minutes	Receiving Clerk



33. General Records and Archives Division – Certifying Documents as True Copies (CTC)

Office or Division:		Receiving Unit		
Classification:		Simple		
Type of Transaction:		G2G		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter and Note Verbale			Requesting Office and Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to be certified as true copies	<ol style="list-style-type: none"> Stamp each page of the document "Certified True Copy". Sign the documents (to be done by the signing officer). Give the certified true copies to the requesting personnel. Scanned one copy for filing in the current files. 	None	Less than 10 pages – not more than 1 hour 11 to 50 pages – not more than 24 hours More than 51 pages – not more than 3 days	Signing Officer

34. General Records and Archives Division – Releasing and Numbering of Documents

Office or Division:		Releasing Unit		
Classification:		Simple		
Type of Transaction:		G2G		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter, Memorandum and Note Verbale			Requesting Office within the Department	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents for numbering (1 original and 2 photocopies)	<ol style="list-style-type: none"> Assign appropriate control numbers for each document. Check the completeness of the enclosure. Log the numbered documents in the logbook and retain a file copy. Forward the numbered document to the Mailing/Courier Unit or 	None	10 minutes 5 minutes 30 minutes	Releasing Clerk



	Outgoing Pouch Unit (for FSPs and RCOs).			
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35. General Records and Archives Division – Appraisal, Accessioning and Acquisition of DFA Records

Office or Division:		DFA Archives		
Classification:		Highly technical		
Type of Transaction:		G2G-Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum / Fax Memo of intent/request		Originating / Concerned Office/Post		
Accomplished Transfer Form/Instrument		Originating / Concerned Office/Post		
Inventory List		Originating / Concerned Office/Post		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to the DFA Archives.	1. Receive requirements.	None	1 minute	Archivist/Archives Personnel
	2. Conduct research / interview on the records being evaluated. Conduct meeting, if necessary.		1 hour to 5 days (depending on the records)	Archivist/Archives Personnel
	3. Determine / Appraise the records to be transferred / acquired based on the submitted list and research conducted.		1 to 3 days (depending on the records)	Archivist/Archives Personnel
Receive approved records for transfer or acquisition	4. Recommend acceptance and seek relevant approvals for the records depending on its nature and contents.		1 to 3 days (depending on the records)	Archivist/Archives Personnel
Accomplish the Request to Transfer Form	5. Forward list of approved records for transfer / acquisition to the concerned office / individual / organization.		1 hour	Archivist/Archives Personnel
Coordinate with DFA Archives.	6. Receive accomplished request to transfer from. Prepare Deed of Donation or other acquisition (legal) instrument, as necessary.		1 day	Archivist/Archives Personnel Concerned Office/Organization
Undertake the physical transfer of records to the DFA Archives	7. Coordinate and prepare the receiving space or		1-5 days (depending on the records & mode of acquisition)	Archivist/Archives Personnel
Answer client feedback form			1-2 days	Archivist/Archives Personnel



	<p>location for the records in the DFA Archives.</p> <p>8. Facilitate the physical transfer of records to the DFA Archives, together with the accomplished transfer instruments.</p> <p>9. Provide client feedback form.</p>		1 minute	Archivist/Archives Personnel
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36. General Records and Archives Division – Preparation of Finding Aids

Office or Division:		DFA Archives		
Classification:		Highly technical		
Type of Transaction:		G2G-Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum / Fax Memo of request		Originating / Concerned Office/Post		
Accomplished Research Request Form		DFA Archives		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to the DFA Archives.	1. Receive requirements.	None	1 minute	Archivist/Archives Personnel
	2. Determine the scope of the collection.		5 minutes	Archivist/Archives Personnel
	3. Identify the series classifications of the collection.		1 hour to 1 day (depending on the size of the collection)	Archivist/Archives Personnel
	4. Arrange the records according to its series classification.		1 to 3 days (depending on the size of the collection)	Archivist/Archives Personnel
	5. Determine the information to be included in the finding aids.		10-30 minutes (depending on the complexity of the records)	Archivist/Archives Personnel
			3 days to 1 week (depending on the size of the collection)	Archivist/Archives Personnel



<p>Receive a copy of the finding aids requested</p> <p>Answer client feedback form</p>	<p>6. Input the necessary information in the finding aid. The finding aid must show the arrangement of the records in the collection.</p> <p>7. Finalize the finding aid for the collection.</p> <p>8. Provide the finding aid to the requesting party.</p> <p>9. Provide client feedback form.</p>		<p>> 1 hour</p> <p>2-5 minutes</p> <p>1 minute</p>	<p>Archivist/Archives Personnel</p> <p>Archivist/Archives Personnel</p> <p>Archivist/Archives Personnel</p>
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37. General Records and Archives Division – Reference Service / Assistance to Researchers

Office or Division:		DFA Archives		
Classification:		Highly technical		
Type of Transaction:		G2G- Government to Government G2C- Government to Citizen		
Who may avail:		End-users within the Department and Other Stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Research Request Form		DFA Archives		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request research thru email or in-person visit. If in-person visit, researcher fills-up the research request form and visitor's log. If request thru email, archivist prints out the request.	1. Receive research request thru email or in-person visit. A. If in-person visit, researcher fills-up the research request form and visitor's log. B. If received thru email, archivist prints out the request. Recommend acceptance and seek relevant approvals for the records depending on its nature and contents.	None	5 minutes	Archivist / Archives Personnel
	2. Interview the researcher on the nature of topic/research request or, if thru email, respond to the researcher for clarifications and other information needed to fulfill the request Input necessary information in the Request for Reference Service log sheet and number the research request form.		10-15 minutes to 1 day (depending on the mode of communication used)	Archivist / Archives Personnel
	3. Input necessary information in the Request for Reference Service log sheet and number the research request form.		2 minutes	Archivist / Archives Personnel
	4. Conduct initial research in the available resources in the Archives thru finding aids.		> 1 hour	Archivist / Archives Personnel
Receive and review initial findings.			10 minutes to 1 day (depending on the mode of	Archivist / Archives Personnel



<p>Receive and review initial findings.</p>	<p>5. Contact the researcher and provide initial findings.</p> <p>6. Conduct much intensive research, if findings are insufficient or researcher needs additional materials or information, by contacting, inquiring, and researching in other relevant offices and institutions.</p> <p>7. Contact and inform researcher of the further findings.</p>		<p>communication used)</p> <p>1 hour to 1 week (depending on the mode and extent of research)</p> <p>10 minutes to 1 day (depending on the mode of communication used)</p> <p>2 minutes</p>	<p>Archivist / Archives Personnel</p> <p>Archivist / Archives Personnel</p> <p>Archivist / Archives Personnel</p>
<p>Answer client feedback form</p>	<p>8. Log the status of research (i.e. completed, pending, on-going, no resources found, etc.) in the Request for Reference Service log sheet.</p> <p>9. Provide client feedback form.</p>		<p>1 minute</p>	<p>Archivist / Archives Personnel</p>



38. General Records and Archives Division – Technical Assistance / Advice on Records / Archives Management

Office or Division:		DFA Archives		
Classification:		Highly technical		
Type of Transaction:		G2G- Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum / Fax Memo of request or Phone Call or Email		Originating / Concerned Office/Post or Employee		
Request for Technical Assistance Form		DFA Archives		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request assistance thru phone call or email or in-person visit. Response to the inquiries of the DFA Archives Confirm proposed schedule Receive technical assistance	1. Receive request thru email or phone call or in-person visit. A. If in-person visit, researcher fills-up the research request form and visitor's log. B. If received thru email, archivist prints out the request. Recommend acceptance and seek relevant approvals for the records depending on its nature and contents. C. If thru phone call, log request in the designated form.	None	3 – 5 minutes	Archivist / Archives Personnel
	2. Clarify the nature of technical assistance being requested.		2-3 minutes	Archivist / Archives Personnel
	3. Check availability of schedule in the DFA Archives calendar.		2-3 minutes	Archivist / Archives Personnel
	4. Inform requesting party of the schedule of the technical assistance requested.		2 minutes	Archivist / Archives Personnel
	5. If the requesting party confirmed the schedule, plot in the DFA Archives Calendar the schedule.		2 minutes	Archivist / Archives Personnel
			30 minutes to 2 hours (depending on the nature of assistance)	Archivist / Archives Personnel



Answer client feedback form	6. Provide technical assistance requested. 7. Provide client feedback form.		1 minute	Archivist / Archives Personnel
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39. General Records and Archives Division – Receiving and Timely Distribution and Proper Recording of Incoming Documents Sent by FSPs

Office or Division:		Incoming Pouch Unit		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Pouch Manifest		Sending Foreign Service Posts		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive diplomatic pouches bags from FSPs delivered by DHL, TNT and FedEx.	<ol style="list-style-type: none"> 1. Monitor the opening of the incoming pouch, inspect the contents of the pouch bag and record the contents in the logbook based on the manifest submitted by Post. 2. Inform the office/personnel concerned to pick up the documents/packages from the Incoming Pouch Section. 3. Give the documents/packages to the designated messenger from the receiving office and have them sign the logbook. 	None	30 minutes 10 minutes 20 minutes	Records Clerk



40. General Records and Archives Division – Transmittal of Documents and Packages to FSPs and COs through Diplomatic Pouch

Office or Division:		Outgoing Pouch Unit		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Pouch Manifest		Outgoing Pouch Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive documents from the Releasing Section and packages from DFA offices and personnel	<ol style="list-style-type: none"> 1. Sort out documents and packages addressed to different FSPs and RCOs. 2. Prepare a manifest for each Post (based on the Outgoing Diplomatic Pouch Schedule per Department Order No. 16-2015 dated 08 September 2015) as well as the pouch materials (bags, locks, ropes, sealing wax and masking tapes) to be used. 3. Assist the Duty Officer from other DFA office (as per monthly Office Order creating the Committee to supervise the Opening and Closing of Incoming and Outgoing Diplomatic Pouch) in checking the documents and packages to be forwarded to FSPs and RCOs based on the manifest. 4. Close the pouch bag (Note: The diplomatic pouch bag, with DFA's logo on both sides, has holes on top. A nylon rope is inserted in the holes of the pouch bag to close it.) <ol style="list-style-type: none"> a. Tighten the two ends of the nylon rope after being inserted through the holes of the bag using a durable pouch lock. b. Seal the pouch lock with a plastic coated sealing wax, stamped with the Department's dry seal, and strapped with a masking tape to prevent the sealed-wax from getting damage. 	None	30 minutes 4 hours 1 hour and 30 minutes 20 minutes 1 hour	Records Clerk



	5. Have the service provider for the delivery of the pouch pick up the bags for FSPs and RCOs.			
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41. General Records and Archives Division – Sending of Letters, Documents and Parcels for Delivery Through Designated Couriers

Office or Division:		Mail/Courier Unit		
Classification:		Simple		
Type of Transaction:		G2C, G2B, G2G		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Numbered letter, memorandum and note verbale		Releasing Unit and requesting office within the Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive documents from the Releasing Section or directly from the DFA offices.	<ol style="list-style-type: none"> Fill out the Airway bill of the service provider (Air 21) to deliver the documents or parcels within Metro Manila that is urgent or important in nature and which requires immediate action. Put the said document/parcel in the service provider plastic flyer / box. Have the service provider pick up the sealed flyer from the section on the same day. 	None	30 minutes 20 minutes 20 minutes	Records Clerk

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	Answer the Client Feedback Form and drop it at the designated dropbox at the side of the Receiving Unit counter or concerned section/unit / Fill-out online orm
How feedback is processed	Tabulated and matrixed for analysis.
How to file a complaint	Answer the client Complaint Form and drop it at the designated dropbox at the side of the Receiving Unit counter or concerned section/unit.
How complaints are processed	Complaints are validated and endorsed to the concerned section/unit and the Acting Director of the Division.
Contact Information	grad.records@dfa.gov.ph 8834-4288



42.Overseas and Regional Properties and Contract Management Division – Management and Monitor Support Services-Related Procurement Documents and Contracts in the DFA Home Office in Manila, based on the list of services provided by the Department and such other contracts as determined by the Head of Procurement Entity

Office or Division:		ORPCMD - Contract Management and Monitoring Section		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Signed Contract				End-user within the Department
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit signed copies of procurement documents and signed contracts to OAMSS	Accept/secure copies of procurement contracts from the responsible unit	None	Within 1 day of submission (End-user is given up to a month from signing of the contract)	Communications Units / Monitoring Clerk
Submission of monitoring reports or feedback by responsible unit/end-user	Accept/secure from the responsible units/end-users regular reports on compliance of contractual obligations through the designated feedback mechanisms put in place by each responsible unit/end-user		1-3 days from generation of report or collation of forms	Monitoring Clerk



43. Overseas and Regional Properties and Contract Management Division – Acquisition of Real Properties Abroad and/or Construction of Building/s or Improvements

Facilitate requests for acquisition of new properties abroad and in the Philippines for chanceries and residences, as well as office space for consular offices through direct purchase or lease-purchase agreements; and

Facilitate requests for construction of buildings and other improvements under the same conditions above.

Office or Division:		ORPCMD – Building Fund Unit / Properties Committee Secretariat		
Classification:		(for application for exemption)		
Type of Transaction:		G2G-Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Project Proposal and other Documentary Requirements based on the Checklist provided by the PropCom Secretariat		ORPCMD		
Department Authority with attached ORS		Issuing Units - UA for the Authority and OFMS for ORS		
Submission of signed and notarized contracts/terms of reference, procurement documents		FSP / Post		
Reports (Quarterly Status Report; Utilization Report and Disbursement Vouchers)		FSP / Post		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to OAMSS-ORPCMD/ PropCom Secretariat	1. Receive from Post proposal and other documentary requirements for acquisition/construction	None	Within the day of routing to the Division	Communications Unit and Action Officer
	2. Wait for instructions from the Director, Executive Director, and Assistant Secretary		Within the day of routing to the Division	Communications Unit and Action Officer
	3. Draft memoranda to PropCom members, copy furnished the PropCom Chairperson, for initial comments on the proposal (OR Include proposal in the agenda of the next PropCom meeting)		Within 1-2 days of routing to the Action Officer	Action Officer within the Building Fund Unit PropCom Secretariat
	4. Await comments from PropCom members and collate comments for sending to Post		Up to 1-2 weeks	Action Officer



	5. Upon receipt of all comments from PropCom members, prepare draft correspondence to be sent to Post regarding the PropCom's initial assessment of the proposal.		1-2 days	Action Officer
	6. Transmit initial feedback on the proposal to Post. If applicable, ask Post to submit copies of the revised drafts of the contract/s, incorporating comments of the PropCom members.		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS
	7. Await submission from Post of the requested additional documents, if any (otherwise proceed to no. 10 or 11).		Up to 2 months	Action Officer
Post submits additional documents requested by the PropCom	8. Upon receipt of all documentary requirements, draft memoranda to PropCom members, copy furnished the PropCom Chairperson, for comments on the additional submissions.		1-2 days of routing to Action Officer	Action Officer
Post coordinates inspection arrangement with the PropCom	9. Await and collate comments of PropCom members		Up to 1-2 weeks	Action Officer
	10. If necessary, arrange the travel of the DFA inspection team. Secure travel authorities and coordinate with the HRMO travel section for booking arrangements.		Up 3 weeks	
	11. If necessary, secure the necessary authorities/approvals from other government agencies		Up to 3 months	Action Officer
	12. Draft a memorandum for the Secretary for final approval of acquisition projects.		1-2 days	Action Officer
	13. Upon approval of the project, draft Department Authority to Post and send draft communication UA for approval and signing		1-2 days	Action Officer
	14. Coordinate with OFMS for the issuance of funding authority (ORS)		Up to 1 week	Action Officer
	15. Transmit the necessary authorities to Post (authority to enter into contract/s and authority to proceed to project		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS



	implementation) with attached ORS			
	16. Coordinate with OFMS for fund transmission to Post		1 week	Post and Action Officer
Submit signed and notarized contract to OAMSS and other procurement documents.	17. File/record the signed and notarized copy of the contract and other procurement documents and forward the same to OFMS for submission to COA pursuant to COA regulations		Within 1-2 days from receipt	Action Officer
Post submits quarterly status report	18. Require Post to submit to the Department a quarterly status report on the project for monitoring purposes		Quarterly Submission (PPA to CO)	Action Officer
Post submits a utilization report with attached disbursement vouchers	19. Upon project completion, require Post to submit to the Department a utilization report with attached disbursement vouchers		Up to 4 weeks upon project completion	Action Officer
	20. Report completion of project		Quarterly Submission (PPA to CO)	Action Officer



44. Overseas and Regional Properties and Contract Management Division – Renovation and/or Major Repairs

Facilitate requests for renovation and/or major repairs of deteriorating Philippine government-owned consular offices and chanceries and residence of the Philippines Foreign Service.

Office or Division:		ORPCMD – Building Fund Unit/ Properties Committee Secretariat		
Classification:		(for application for exemption)		
Type of Transaction:		G2G-Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Project Proposal and other Documentary Requirements based on the Checklist provided by the PropCom Secretariat		ORPCMD		
Submission of signed and notarized contracts/terms of reference, procurement documents		FSP / Post		
Department Authority with attached ORS		Issuing Units - UA for the Authority and OFMS for ORS		
Reports (Quarterly Status Report; Utilization Report and Disbursement Vouchers)		FSP / Post		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to OAMSS-ORPCMD/ PropCom Secretariat	1. Receive from Post proposal and other documentary requirements for renovation/major repair	None	Within the day of routing to the Division	Communications Unit and Action Officer
	2. Wait for instructions from the Director, Executive Director, and Assistant Secretary		Within the day of routing to the Division	Communications Unit and Action Officer
	3. Draft memoranda to PropCom members, copy furnished the PropCom Chairperson, for initial comments on the proposal (OR Include proposal in the agenda of the next PropCom meeting)		Within 1-2 days of routing to the Action Officer	Action Officer within the Building Fund Unit PropCom Secretariat
	4. Await comments from PropCom members and collate comments for sending to Post		Up to 1-2 weeks	Action Officer



	5. Upon receipt of all comments from PropCom members, prepare draft correspondence to be sent to Post regarding the PropCom's initial assessment of the proposal.		1-2 days	Action Officer
	6. Transmit initial feedback on the proposal to Post. If applicable, ask Post to submit copies of the revised drafts of the contract/s, incorporating comments of the PropCom members.		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS
	7. Await submission from Post of the requested additional documents, if any (otherwise proceed to no. 10).		Up to 2 months	Action Officer
Post submits additional documents requested by the PropCom	8. Upon receipt of all documentary requirements, draft memoranda to PropCom members, copy furnished the PropCom Chairperson, for comments on the additional submissions.		1-2 days of routing to Action Officer	Action Officer
	9. Await and collate comments of PropCom members.		Up to 1-2 weeks	Action Officer
	10. Upon approval of the project, draft Department Authority to Post and send draft communication UA for approval and signing		1-2 days	Action Officer
	11. Coordinate with OFMS for the issuance of funding authority (ORS)		Up to 1 week	Action Officer
	12. Transmit the necessary authorities to Post (authority to enter into contract/s and authority to proceed to project implementation) with attached ORS		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS
	13. Coordinate with OFMS for fund transmission to Post		1 week	Post and Action Officer
Submit signed and notarized contract to	14. File/record the signed and notarized copy of the contract and other		Within 1-2 days from receipt	Action Officer



OAMSS and other procurement documents.	procurement documents and forward the same to OFMS for submission to COA pursuant to COA regulations			
Post submits quarterly status report	15. Require Post to submit to the Department a quarterly status report on the project for monitoring purposes		Quarterly Submission (PPA to CO)	Action Officer
Post submits a utilization report with attached disbursement vouchers	16. Upon project completion, require Post to submit to the Department a utilization report with attached disbursement vouchers		Up to 4 weeks upon project completion	Action Officer
	17. Report completion of project		Quarterly Submission (PPA to CO)	Action Officer



45. Overseas and Regional Properties and Contract Management Division – Purchase of Furniture, Fixtures, Equipment (FFE)

Process proposals and requests related to the purchase of furniture and fixtures, and equipment for chanceries, residence, and consular offices.

Office or Division:	ORPCMD – Building Fund Unit/ Properties Committee Secretariat			
Classification:	(for application for exemption)			
Type of Transaction:	G2G-Government to Government			
Who may avail:	End-users within the Department			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Project Proposal and other Documentary Requirements based on the Checklist provided by the PropCom Secretariat			ORPCMD	
Department Authority with attached ORS			Issuing Units - UA for the Authority and OFMS for ORS	
Submission of signed and notarized contracts/terms of reference, procurement documents			FSP / Post	
Reports (Quarterly Status Report; Utilization Report and Disbursement Vouchers)			FSP / Post	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to OAMSS-ORPCMD/ PropCom Secretariat	1. Receive from Post proposal and other documentary requirements for acquisition of FFE	None	Within the day of routing to the Division	Communications Unit and Action Officer
	2. Wait for instructions from the Director, Executive Director, and Assistant Secretary		Within the day of routing to the Division	Communications Unit and Action Officer
	3. Draft memoranda to PropCom members, copy furnished the PropCom Chairperson, for initial comments on the proposal (OR Include proposal in the agenda of the next PropCom meeting)		Within 1-2 days of routing to the Action Officer	Action Officer within the Building Fund Unit PropCom Secretariat
	4. Await comments from PropCom members and collate comments for sending to Post		Up to 1-2 weeks	Action Officer
	5. Upon receipt of all comments from PropCom members, prepare draft		1-2 days	Action Officer



	correspondence to be sent to Post regarding the PropCom's initial assessment of the proposal.			
	6. Transmit initial feedback on the proposal to Post. If applicable, ask Post to submit copies of the revised drafts of the contract/s, incorporating comments of the PropCom members.		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS
	7. Await submission from Post of the requested additional documents, if any (otherwise proceed to no. 10).		Up to 2 months	Action Officer
Post submits additional documents requested by the PropCom	8. Upon receipt of all documentary requirements, draft memoranda to PropCom members, copy furnished the PropCom Chairperson, for comments on the additional submissions.		1-2 days of routing to Action Officer	Action Officer
	9. Await and collate comments of PropCom members.		Up to 1-2 weeks	Action Officer
	10. Upon approval of the project, draft Department Authority to Post and send draft communication UA for approval and signing		1-2 days	Action Officer
	11. Coordinate with OFMS for the issuance of funding authority (ORS)		Up to 1 week	Action Officer
	12. Transmit the necessary authorities to Post (authority to enter into contract/s and authority to proceed to project implementation) with attached ORS		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS
	13. Coordinate with OFMS for fund transmission to Post		1 week	Post and Action Officer
Submit signed and notarized contract to OAMSS and other procurement documents.	14. File the signed and notarized copy of the contract/terms of reference with supplier and procurement documents; and forward the same OFMS for submission to COA pursuant to COA regulations		Within 1-2 days from receipt	Action Officer



Post submits quarterly status report	15. Require Post to submit to the Department a quarterly status report on the project for monitoring purposes		Quarterly Submission (PPA to CO)	Action Officer
Post submits a utilization report with attached disbursement vouchers	16. Upon project completion, require Post to submit to the Department a utilization report with attached disbursement vouchers		Up to 4 weeks upon project completion	Action Officer
	17. Report completion of project		Quarterly Submission (PPA to CO)	Action Officer



46. Overseas and Regional Properties and Contract Management Division – Long-Term Leases

Process proposals for long-term lease (more than 5 years) of chanceries, residences, and consular offices.

Office or Division:		ORPCMD – Building Fund Unit		
Classification:		(for application for exemption)		
Type of Transaction:		G2G-Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Project Proposal and other Documentary Requirements based on the Checklist provided by the PropCom Secretariat		ORPCMD		
Department Authority with attached ORS		Issuing Units - UA for the Authority and OFMS for ORS		
Reports (Quarterly Status Report; Utilization Report and Disbursement Vouchers)		FSP / Post		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to OAMSS-ORPCMD/ PropCom Secretariat	1. Receive from Post proposal and other documentary requirements for acquisition/construction	None	Within the day of routing to the Division	Communications Unit and Action Officer
	2. Wait for instructions from the Director, Executive Director, and Assistant Secretary		Within the day of routing to the Division	Communications Unit and Action Officer
	3. Draft memoranda to PropCom members, copy furnished the PropCom Chairperson, for initial comments on the proposal (OR Include proposal in the agenda of the next PropCom meeting)		Within 1-2 days of routing to the Action Officer	Action Officer within the Building Fund Unit PropCom Secretariat
	4. Await comments from PropCom members and collate comments for sending to Post		Up to 1-2 weeks	Action Officer
	5. Upon receipt of all comments from PropCom members, prepare draft correspondence to be sent to Post regarding the PropCom's initial assessment of the proposal.		1-2 days	Action Officer



	6. Transmit initial feedback on the proposal to Post. If applicable, ask Post to submit copies of the revised drafts of the contract/s, incorporating comments of the PropCom members.		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS
	7. Await submission from Post of the requested additional documents, if any (otherwise proceed to no. 10).		Up to 2 months	Action Officer
Post submits additional documents requested by the PropCom	8. Upon receipt of all documentary requirements, draft memoranda to PropCom members, copy furnished the PropCom Chairperson, for comments on the additional submissions.		1-2 days of routing to Action Officer	Action Officer
	9. Await and collate comments of PropCom members		Up to 1-2 weeks	Action Officer
	10. If necessary, secure the necessary authorities/approvals from other government agencies		Up to 3 months	Action Officer
	11. Upon approval of the project, draft Department Authority to Post and send draft communication UA for approval and signing		1-2 days	Action Officer
	12. Coordinate with OFMS for the issuance of funding authority (ORS)		Up to 1 week	Action Officer
	13. Transmit the necessary authorities to Post (authority to enter into contract/s and authority to proceed to project implementation) with attached ORS		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS
	14. Coordinate with OFMS for fund transmission to Post		1 week	Post and Action Officer
Submit signed and notarized contract to OAMSS and other procurement documents.	15. File/record the signed and notarized copy of the contract and other procurement documents and forward the same to OFMS for submission to COA pursuant to COA regulations		Within 1-2 days from receipt	Action Officer
Post submits quarterly status report	16. Require Post to submit to the Department a quarterly status report on the project for monitoring purposes		Quarterly Submission (PPA to CO)	Action Officer



Post submits a utilization report with attached disbursement vouchers	17. Upon project completion, require Post to submit to the Department a utilization report with attached disbursement vouchers		Up to 4 weeks upon project completion	Action Officer
	18. Report completion of project		Quarterly Submission (PPA to CO)	Action Officer



47. Overseas and Regional Properties and Contract Management Division – Car Re-fleeting Program (CRP)

Facilitate requests for inclusion in the CRP and monitoring the acquisition project for reporting to the Department and the Commission on Audit (COA).

Office or Division:		ORPCMD – Car Re-fleeting Program Unit		
Classification:		Highly technical		
Type of Transaction:		G2G-Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of Requirements to the OFMS		OFMS		
Department Authority		Issuing Units – DBM. UA/OFMS		
Utilization Report		FSP / Post		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to OFMS, cc: OAMSS	Receive requirements from Post	None	Within the day of routing to the Division	Communications Unit and Action Officer
	Secure initial instructions from the Director, Executive Director, and Assistant Secretary		Within the day of routing to the Division	Communications Unit and Action Officer
	Draft communication for endorsement of Post's submissions to OFMS		Within 1 day of routing/ assignment	Action Officer
	Prepare other documents/communication upon request of OFMS for approval of request for funds		Within 1 -2 days of request	Action Officer
	Request update on the car acquisition		Quarterly Submission (PPA to CO)	Action Officer
	Report project completion		Quarterly Submission (PPA to CO)	Action Officer



48. Overseas and Regional Properties and Contract Management Division – New Lease Contracts

Facilitate the processing and evaluation of requests for new lease contracts (up to 5 years) of properties at Post; and
Update and maintain the Lease Monitoring System.

Office or Division:	ORPCMD – Lease Unit			
Classification:	(for application for exemption) – Per Department rule, documents for the approval of lease contracts of more than 1 year need to be submitted to the PropCom at least 6 months prior to commencement of lease; documents for the approval of lease contracts of less than 1 year need to be submitted to the PropCom at least 3 months prior to commencement of lease			
Type of Transaction:	G2G-Government to Government			
Who may avail:	End-users within the Department			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Submission of Requirements based on a checklist	OAMSS			
Department Authority	Issuing Unit – UA			
Submission of Signed and Notarized Contract	FSP / Post			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements based on the checklist	Receive requirements from Post	None	Within 1 day from routing (1 to 2 weeks if documents are not included as attachment to Post's initial request received)	Communications Unit and Action Officer
	Draft memoranda to Properties Committee for comments: (a) OFMS (finance office) for comments on the funding requirements; (b) OTLA (legal office) for contract review		Within 1 day of routing/ assignment	Action Officer
	Await comments from the PropCom members		Up to 2 weeks	Action Officer
	Collate comments and prepare draft communication to Post regarding the Department's decision on the request		Within 1 day of routing/ assignment	Action Officer



	Send communication to UA for final approval and signing		Within 1 day of routing/ assignment	Action Officer
	Transmit copy of the Department's decision approving/disapproving request to lease the property abroad		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS
Submit signed and notarized contract to OAMSS	File/record the signed and notarized copy of the contract and forward a copy to OFMS for submission to COA pursuant to COA regulations		Within 1 day of routing/ assignment	Action Officer
	Update the Lease Monitoring System (LMS)		Within 1 day of routing/ assignment	Action Officer

49. Overseas and Regional Properties and Contract Management Division – Renewal / Extension of Lease Contracts

Monitor and manage the renewal/extension of lease contracts (up to 5 years) of properties at Post; and
Update the Lease Monitoring System.

Office or Division:		ORPCMD – Lease Unit		
Classification:		Simple		
Type of Transaction:		G2G-Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of Requirements based on a checklist		OAMSS		
Submission of Signed and Notarized Contract		FSP / Post		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish all activities necessary in order to assess whether to renew/extend the lease Make the proper recommendation to renew/extend the lease	Provide the checklist to Post	None	Within the day of request	Action Officer
Submit signed and notarized contract to OAMSS with the other	File/record the signed and notarized copy of the contract and forward a copy to OFMS for		Within 1 day of routing/ assignment	Action Officer



supporting documents, per checklist	submission to COA pursuant to COA regulations			
	Update the Lease Monitoring System (LMS)		Within 1 day of routing/ assignment	Action Officer

50. Overseas and Regional Properties and Contract Management Division – Contract Monitoring

Office or Division:		ORPCMD – Lease Unit		
Classification:		Simple		
Type of Transaction:		G2G-Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Checklist for lease (either new or extension/renewal)		OAMSS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish all requirements stated in the checklist for lease	Send communication to Post regarding the periods of lease based on the following timeframes: 1. One year from termination of lease contract 2. Six months from termination of lease contract 3. Three months from termination of lease contract 4. A month from termination of lease contract	None	Within 1-2 days within the stated periods	Action Officer
Submission of requirements	(See C.2a or C2b) for the procedure		(See C.2a or C2b)	Action Officer



51. Overseas and Regional Properties and Contract Management Division – Processing of Other Property-Related Requests

Office or Division:		ORPCMD – Lease Unit		
Classification:		(for application for exemption)		
Type of Transaction:		G2G-Government to Government		
Who may avail:		End-users within the Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of Requirements based on a checklist		OAMSS		
Department Authority		Issuing Unit – UA		
Submission of Signed and Notarized Contract/Terms of Reference		FSP / Post		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements based on the checklist	Receive requirements from Post	None	Within 1 day from routing (1 to 2 weeks if documents are not included as attachment to Post's initial request received)	Communications Unit and Action Officer
	Draft memoranda to PropCom members for comments		1-2 days of routing/ assignment	Action Officer
	Await comments from the PropCom members		1-2 weeks	
	Collate comments and prepare draft communication to Post regarding the Department's decision on the request		Within 1 day of routing /assignment	Action Officer
	Send communication to UA for final approval and signing		1 day	Action Officer
	Transmit copy of the Department's decision approving/disapproving request to lease the property abroad		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	Email oamss.orpcmd@dfa.gov.ph
How feedback is processed	Filing/recording and answering the email directly
How to file a compliant	Email oamss.orpcmd@dfa.gov.ph
How complaints are processed	Complaints are validated and endorsed to the concerned section/unit by the Assistant Director. Final reply is reviewed by the Director
Contact Information	oamss.orpcmd@dfa.gov.ph ; 8834-4570



Office of Protocol (OP)

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>			<p>The requesting party shall provide all the requirements to the Office of Protocol (OP).</p>	
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</p>	<p>Client may be require to provide hotel accommodation and transportation to protocol officer.</p>	<p>Processing time would depend on the event requirements but request for assistance should be given at least 2 weeks prior the event.</p>	<ul style="list-style-type: none"> ● DFA Chief of Protocol ● Division Director ● Protocol Officers



	Officers shall implement.			
	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	a) The Division Director shall assign a project officer and other protocol officers who will lend support to OPP.	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
b) Hold coordination meetings to discuss preparation for the event *Request for assistance shall be made at least 2 weeks prior the event.	b) The Project Officer shall prepare the necessary documents and items for the event. c) The Project Officer and assigned Protocol Officers shall assist in the implementation stage.			
TOTAL		0	N/A	



3. Presentation of Credentials Ceremony

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

Division	Ceremonials			
Classification	Complex			
Type of Transaction	G2G			
Who may avail	OPP			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Schedule of the presentation of credentials • Program / Movements • Confirmed Ambassadors-designate (AEP-d) who will present their credentials • CV of AEP-des, country profile, and briefing paper • List of DFA representatives who will attend the presentation of credentials • Country flags, CD and musical score of national anthem 			<ul style="list-style-type: none"> • OPP shall provide the schedule and program / movements • Foreign Embassies located in the Philippines (if resident) or Philippine Foreign Service Posts (if non-resident) shall confirm the attendance of the AEP-designate • DFA Geographic Offices shall provide the CV of AEP-designate, country profile, briefing paper, and list of representatives from their respective Offices • The concerned Embassy will provide the country flag, CD and musical score of the national anthem 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a) OPP shall inform OP of the schedule for the presentation of credentials b) OPP shall hold a coordination meeting to discuss the program and movements c) Presentation of Credentials Ceremony	a) OP shall contact the AEPs (with agrément) and the Secretary of Foreign Affairs (SFA) to confirm their availability for the said date b) Once confirmed, OP shall inform the respective Geographic Offices of the schedule and request for a list of representatives who will be attending the ceremony. c) OP coordinates with OPP on the submission of requirements and other instructions from the Office of the President on the event arrangements	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 notified of the schedule at least 2 weeks prior the event.	<ul style="list-style-type: none"> • DFA Chief of Protocol (COP) • Director for Ceremonials Division • Protocol Officers



	<p>d) Depending on the prevailing health situation , and the instructions from OPP, OP shall make arrangements for a wreath laying ceremony (ordering the wreath/s, sending request letters, and coordination with AFP, DPWH, and National Parks Committee).</p> <p>e) OP shall brief the AEPs regarding the arrangements for the ceremony.</p> <p>f) OP shall assist in the implementation of the event and the Chief of Protocol shall assist the SFA (or representative; DFA Undersecretary)</p>			
TOTAL		0	N/A	

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

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

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"> Form DFA-PROT-D3-09 Photocopy of the license plates to be returned 	<ul style="list-style-type: none"> Form DFA-PROT-D3-09 or the License Plate/s Acknowledgement Receipt is included in the Revised OP Forms as of 08 October 2020, which were transmitted 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



<p>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>	<p>a) The Immunities and Privileges Division shall consolidate all returned plates and prepare an inventory list . 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>	<p>None</p>	<p>7 days</p>	<ul style="list-style-type: none"> ● Director for Immunities and Privileges ● Desk Officer
TOTAL		<p>0</p>	<p>7 days</p>	



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 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	



6. Diplomatic and Consular List or Directory

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

Office	Office of Protocol			
Classification	Simple			
Type of Transaction	Government-to-Citizens (G2C), Government-to-Businesses (G2B), G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Request for information on the diplomatic and consular list Contact information 			<ul style="list-style-type: none"> The requesting party must provide these requirements to the Office of Protocol. 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a) The client requests for information from the Office of Protocol	a) OP checks the latest version of the list or directory and updates it if necessary	None	3 days	Protocol Officer
b) The client receives the list or directory	b) OP provides the information to the client			
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 d) OP – Ceremonials shall deploy a protocol officer at the airport to assist during: <ol style="list-style-type: none"> 1. Arrival of a new Ambassador to assume his or her post 2. Departure of an Ambassador concluding his or her tour of duty 3. Official visits- during arrival and departure of the counterpart of the Secretary of Foreign Affairs 4. Cases as deemed necessary by the Head of Office 	0	1-3 working days as MIAA only grants approval from 9AM – 5PM during weekdays. *in cases where the request was received more than a week prior to the scheduled flight, the client shall receive the approval or non-approval of MIAA within the week of the flight.	<ul style="list-style-type: none"> • Division Director • Protocol Officer in charge of Airport Endorsements • Protocol officer to welcome or send-off (as needed)
TOTAL		0	3 days	





Office of Protocol (OP)

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 preparations for the event.	None	OP shall comply with the timeline set by the lead office but requests notice at least 2 weeks prior the event.	<ul style="list-style-type: none"> • Division Director • Protocol Officer/s
b) Send the requirements to OP	b) OP shall assist in event implementation.			
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 sending an email to op.div2@dfa.gov.ph. 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.	a) OP Ceremonials will evaluate if the request is valid (i.e.: official trip). b) OP Ceremonials will prepare the airport endorsement c) MIAA grants approval d) OP-Ceremonials gives a copy of the endorsement to the client e) Requests for deployment of a protocol officer, in addition to the request for port courtesies shall be for evaluation and approval of the Head of Office and	None	1-3 working days as MIAA only grants approval from 9AM – 5PM during weekdays. *in cases where the request was received more than a week prior to the scheduled flight, the client shall received the approval or non-approval of MIAA within the week of the flight./	<ul style="list-style-type: none"> ● Division Director ● Protocol Officer in charge of Airport Endorsements ● Protocol Officer to welcome or send-off (as needed)



	the Division Director			
TOTAL		0	3 days	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	Send an email to op@dfa.gov.ph or fill out the feedback form in the Office of Protocol.
How feedbacks are processed	Feedback will be forwarded to the Division Director concerned and this shall be relayed to the members of the team, if needed/necessary.
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 this shall be relayed to the members of the team, if needed/necessary.
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	8834 – 3651 or 8834 – 3737 op.div1@dfa.gov.ph
Division II: Ceremonials	8834 – 3902 op.div2@dfa.gov.ph
Division III: Immunities and Privileges	op.div3@dfa.gov.ph



Human Resources Management Office (HRMO)

External Service



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 Citizen			
Who may avail:	<ul style="list-style-type: none"> Filipino citizen, at least 18 years old, and of good moral character; Has met the educational, work experience, and training requirements of the vacant position; and Possesses the appropriate Civil Service eligibility or its equivalent if required by the vacant position. 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished DFA application form;		dfa.gov.ph		
Updated Resume with photo;				
Photocopy of diploma;				
Photocopy of transcript of records;				
Photocopy of latest/valid NBI Clearance;				
Duly accomplished Work Experience Sheet (if work experience is required by the position);		dfa.gov.ph		
Photocopy of Training Certificates (if training is required by the position); and				
Photocopy of Civil Service Eligibility or its equivalent (if required by the position).				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. (a) If walk-in: Proceeds to the counter and accomplishes the DFA application form.</p> <p>Submits the duly accomplished application form and the supporting documents.</p> <p>1. (b) If sent through mail/email: Sends duly accomplished DFA application form and supporting documents to hrmo.recruitment@dfa.gov.ph</p>	<p>1. If walk-in (1a), evaluates the DFA Application Form and supporting documents and requests the applicant to submit lacking documents, if any.</p> <p>If sent through mail/email (1b), sends acknowledgment receipt and requests the applicant to submit lacking requirements, if any.</p> <p>Evaluates applications based on the required qualifications of the vacancies.</p> <p>If documents are in order and applicant meets the qualifications of the position,</p>	0	3 working days	Recruitment staff



	<p>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			
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); Duly authenticated PSA Marriage Certificate (if any) and Birth Certificate of Child/ren (if any); Medical Certificate (CS Form No. 211) with attached original results of Blood Test (CBC), Urinalysis, Chest x-ray, and Drug test; Clearance/certificate from a licensed psychologist/psychiatrist to attest psychological fitness; and Certificate/s of previous employment (if applicable). 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receives Interview Rating Sheet with the recommendation to hire from the hiring office.	None	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.	None	1 day	Recruitment staff
3. Submits first and second set of requirements	3. Receives and reviews the documents.	None	15 minutes	Recruitment staff
	4. Prepares memorandum request to the Intelligence and Security Unit (ISU) for	None	15 working days	Recruitment staff



	<p>background check of the applicant. Attaches the PHS and original NBI clearance to the memorandum.</p> <p>HRMO Director reviews and signs the memorandum. Documents are transmitted to ISU.</p> <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 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>(ISU background check and preparation of Appointment Paper are processed in parallel)</p>	<p>HRMO Director</p> <p>ISU</p> <p>Recruitment staff</p> <p>HRMO-RSPD Director</p> <p>HRMO Executive Director</p> <p>HRMO Assistant Secretary</p> <p>Communications Officer, OFMS Assistant Secretary, and Undersecretary for Administration</p>
5.	<p><i>OSEC transmits the certified true copy of the signed and numbered office order to HRMO.</i></p>	None	N/A	OSEC Communications Officer
6.	<p>Inform 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.</p>	None	30 minutes minimum	Recruitment staff



7. Appears in HRMO-RSPD and receives appointment.	7. Conducts orientation and provides the newly hired personnel a copy of the signed appointment and office order. Deploys the newly hired personnel to the hiring office.	None	2 hours and 30 minutes	Recruitment staff
TOTAL		None	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			
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 the required forms.		1 day	Recruitment staff
3. Submits documents on the above checklist/	3. Receives and reviews the documents.	0	15 minutes	Recruitment staff.
4. Signs contract of service.	4. Prepares memorandum request to the Intelligence and Security Unit (ISU) for background check of the applicant. Attaches the PHS and original NBI clearance to the memorandum. HRMO Director reviews and signs the memorandum. Documents are transmitted to ISU.	0	15 working days (background check and preparation of contract are processed in parallel)	Recruitment staff HRMO Director Recruitment staff
	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). HRMO-RSPD Director and Executive Director reviews and initials the memorandum.		N/A	HRMO-RSPD Director and HRMO Executive Director



	HRMO Assistant Secretary signs the memorandum.			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.	8. Conducts orientation and provides the newly hired personnel a copy of the contract. Deploys the newly hired personnel to the hiring office.	0	1 day	Recruitment staff
	TOTAL	0	N/A	



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



	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.	None	30 days for a group of at most 100 applicants	Selection staff
	3. Prepares PSB Board resolution.	None	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.	None	7 days (including the signing of the approval)	Selection staff
5. Receives notification on recommendation for hiring and list of documentary requirements	5.1 Informs the applicant the recommendation for hiring and sends email containing the list of documentary requirements, the deadline for submission, and the soft copies of the required forms. Applicants are requested to submit first set of documentary requirements. Notifies candidates who are not recommended for hiring.	None	1 day	Selection staff Recruitment staff
6. Submits the first set of documentary requirements	6.1 Receives and reviews the documents.	None	14 days	
7. Submits the second set of documentary requirements indicated above.	7.1 Receives and reviews the documents.	None	Within 45 days	Selection staff
	7.2 Prepares appointment papers and transmittal memorandum to the Office of the Undersecretary for Administration (UA). HRMO-RSPD Director reviews and initials the memorandum and signs the appointment papers. HRMO Executive Director initials the memorandum and the appointment papers. HRMO Assistant Secretary signs the memorandum and appointment papers as the Chair of the PSB	None	14 days (including preparation until receipt of signed appointment papers)	Selection staff HRMO-RSPD Director HRMO Executive Director HRMO Assistant Secretary



	Documents are transmitted to UA signature. Signed appointment papers are routed to HRMO.			Communications Officer, Undersecretary for Administration
8. Receives signed and approved appointment papers.	8.1 Transmits signed appointment papers and supporting documents to the Civil Service Commission for approval. Provides candidates with their signed and approved appointment papers	None	7 days Within 14 days after receipt of validated appointment from CSC	Selection staff
TOTAL		None	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:	HRMO-PRMD			
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			From requesting court or quasi-judicial body	
CTC of Certified True Copy (CTC) of requested documents			HRMO-Records Management Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send subpoena	1.1 Receive subpoena from court/quasi-judicial body	None	1 working day	ACS Case Officer
	1.2 Secure copies of the requested documents; copy certified by concerned offices	None	3 working days	ACS Case Officer
2. Receive Certified True Copy of requested documents	2.1 Send letter of compliance, certification, and Certified True Copy of requested documents to court/quasi-judicial body	None	3 working days	ACS Case Officer
TOTAL		None	7 Working days	



6. Service Attachés Unit – Opening, Expanding or Closing of the Partner Agency Office at FSP

The Service Attachés Unit provides administrative support between Partner Agencies and Philippine Foreign Service Posts in the tours of duty of the formers' representatives deployed in Philippine Foreign Service.

Office or Division:	HRMO- Honorary Consuls and Service Attaches Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government to Government			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of intent proposing to open, expand or close an attaché or representative office at FSP. If for opening, with attached proposed terms of reference.			Partner Agency	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for opening, expanding, or closing offices of the attaché or representative at FSP will be submitted to the DFA. <i>*For new normal setting submissions are forwarded to Service Attachés official email.</i>	1.1 Prepare memo for geographic offices for comments/recommendation. 1.2 Requests will be assessed based on the exigencies of the service. the proposed work plan of the post, comments of the post, and the ability of the post to expand or limit its scope of services as the case may be. 1.3 The approval of the Department is required for the proposed opening, re-opening, expansion, or closure of any SA agencies. Approval is also needed for the deployment of additional personnel.	None	2-3 days processing upon receipt of request.	Desk Officer
For closure <i>*For new normal setting submissions are forwarded to Service Attachés official email.</i>	All pertinent records, programs and projects of the closing SA agency be turned over to DFA.	None	2-3 days upon receipt with complete requirements	
TOTAL		None		



7. Service Attachés Unit – Deployment of Partner Agency Personnel

Office or Division:	HRMO- Honorary Consuls and Service Attaches Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official recommendation from Partner Agency for the assignment of personnel from other government agencies to Foreign Service Posts (FSP/s)		HRMO-HCSAD		
Proposals for deployment to concerned FSP for comments.		Partner Agency		
Proposal letter from Attached Agency addressed to SFA with the following information on the nominee				
Post of assignment				
Proposed designation				
Person to be replaced, if any				
Rank/position in the Agency, salary grade (for determination of assimilated rank)				
Length of tour of duty (TOD)				
Tentative date of assumption				
The letter must be accompanied by the following documents in two copies:				
Assignment Order or document signed by the relevant official of the agency deploying the personnel				
Curriculum vitae with picture				
Certified true copy of his permanent appointment from Civil Service Commission				
Service Record				
Certificate of No Pending and Administrative Case				
Clearance from Ombudsman				
NBI Clearance				
Pre-Departure Orientation Seminar (PDOS) certificate (<i>for new assignees</i>)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requirements for the transmittal of proposals for deployment to concerned FSP for	FSPs (PEs and PCGs) receive Proposal letter from Attaché Agency addressed to SFA with the information on the nominee	None	2-3 days processing upon receipt of request with complete requirements	FSPs (HOPs, AOs)



<p>comments and suggestions.</p> <p>The head of agency shall send to DFA at least three (3) months in advance of projected date of assignment and the name of nominee for assignment/ replacement for approval of the Department through the HRMO</p> <p><i>*For new normal setting submissions are forwarded to Service Attachés official email.</i></p>				
<p>For additional staff.</p>	<p>The DFA, in consultation with the Foreign Service Post, shall determine the actual need for the service of the proposed assignee based on the comments of FSP. His/her acceptance at post is also based on his/her qualifications.</p> <p>Post's approval will be communicated promptly thru a letter to the agency of the nominee FSPs (PEs and PCGs) receive Proposal letter from Attaché Agency addressed to SFA with the information on the nominee.</p>		<p>2-3 days processing upon receipt of request with complete requirements</p>	<p>FSPs (HOPs, AOs)</p> <p>Desk Officer</p>
<p>For personnel undertaking their first foreign assignment.</p>	<p>Send a memorandum to FSI for inclusion in Pre-Departure Orientation Seminar (PDOS)</p>	<p>None</p>	<p>2-3 days processing for each request upon receipt of request with</p>	<p>Desk Officer</p>



			complete requirements	
Acceptance of Partner Agency personnel at proposed FSP.	<p>The agency is informed of Post's reply / comments / suggestions on the proposed deployment of agency personnel.</p> <p>If favorable, the personnel is requested to proceed to the passport issuance application.</p>			Desk Officer
	<p><i>If deemed necessary, Post may request a certificate of attendance in language courses or thirty-hour Self-Study program offered by FSI or a certification showing completion of language course and Orientation from the concerned desk officers of the DFA.</i></p>	None		Foreign Service Institute
<p>If the reply from Post is unfavorable, the agency is asked to address the concerns raised by the Post. When the rejection is due to negative <i>review of the Head of Post</i>.</p> <p>Records in previous assignments.</p> <p>It should be noted that Post's rejection accompanied by request for extension of the existing attaché is not appreciated by attached agencies. This is</p>	<p><i>HRMO requests that reports of investigations clearing the personnel from culpability be presented for</i></p> <p>Regular Recall Order is processed with a request to complete a certificate of clearance from all accountabilities with the Administrative Officer at the Post to be signed by the Head of Post</p>		2-3 days processing upon receipt of request	Desk Officer



regarded as interference in the agency's rotation program which politicizes the system				
TOTAL		None		



8. Service Attachés Unit – Passport Application of Partner Agency Personnel

HCSAD Administrative Staff will process the issuance (prior to deployment), revalidation (during travel to the Philippines) and renewal (while at Post) of the passports of the principal and / or dependents.

AGENCY	VALIDITY
DA, DND DOT, DTI, DOLE, OWWA, DILG-PNP, DSWD, PCG (Attache), SSS, PN (PLO), MARINA, NICA	Three (3) years*
DepEd, NCMA, PN (BCO)	One (1) year
Special Envoys	One (1) year

*varies upon Posts' instructions i.e. United Arab Emirates posts require 5 years

Office or Division:	HRMO - Honorary Consuls and Service Attaches Division to OCA-Diplomatic and Official Passport Section
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Government to Government

For Passport Issuance

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter from agency requesting issuance of official/ diplomatic passport to the personnel, dependents and private staff, if any;		Partner Agency		
Completed official/ diplomatic passport application with requirements;				
Copy of the letter sent by DFA to the agency informing his/her acceptance at post;				
Letter requesting a Certificate for Travel Tax Exemption addressed to the Philippine Tourism Authority (PTA)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request from agency for passport issuance of its personnel dependents and private staff, if any, to be submitted to HRMO-HCSAD.	1.1 Should be submitted to HCSAD-HRMO for endorsement to OCA-DOPS. End Product: Memo endorsement to OCA-DOPS.	None	2 -3 days processing upon receipt of request with complete requirements	Desk Officer



TOTAL	None	2 - 3 days processing upon receipt of request with complete requirements	
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For Revalidation

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request from the agency		Partner Agency		
Completed official/ diplomatic passport application with requirements;				
Photocopy copy of passport data and pages showing latest arrival and departure;				
Letter requesting a Certificate for Travel Tax Exemption addressed to the Philippine Tourism Authority (PTA)				
Original Passport				
<i>If dependents and/or private staff, photocopy of principal's passport.</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request from agency for passport issuance of its personnel dependents and private staff, if any, to be submitted to HRMO-HCSAD. <i>In case of private staff, additional requirement of letter from employer that she is allowed to return to Post.</i>	Should be submitted to HCSAD-HRMO for endorsement to OCA-DOPS. End Product: Memo endorsement to OCA-DOPS.	None	2-3 days processing upon receipt of request with complete requirements	Desk Officer OCA/DOPS
<i>For Dependents 21 to 26 years old, requests for revalidation/renewal of passports for dependents 21 years (but not to exceed 26 years of age)</i> <i>Must be accompanied by a duly authenticated certificate of enrollment from their school and school records immediately preceding their enrollment. Request should be endorsed by the Head of Post if at Post</i>	Should be submitted to HCSAD-HRMO for endorsement to OCA-DOPS.	None	2-3 days processing upon receipt of request with complete requirements	Desk Officer OCA/DOPS



<p>Request to issue a certification for travel tax exemption for personnel and their dependents returning to post</p>	<p>Certification is addressed to the Tourism Infrastructure and Enterprise Zone Authority (TIEZA).</p> <p>Draft of Tax Exemption Certificate (TEC) request to TIEZA is done together with the draft of memorandum to OCA requesting issuance or revalidation of diplomatic/ official passport</p>	<p>None</p>	<p>2-3 days processing upon receipt of request</p>	<p>Desk Officer/ TIEZA</p>
<p>Request for diplomatic/official passport renewal from Post</p>	<p>Desk Officer will process the renewal of passports of principal and/or dependents upon receipt of the endorsement from the Head of Post (with the date of recall and copies of passports)</p> <p>Upon receipt of request, check if case falls on countries that need two (2) years passport validity before visa can be extended (ex. Italy)</p> <p>Draft memorandum for OCA endorsing the renewal of passports</p>	<p>None</p>	<p>2-3 days processing for each upon receipt of request with complete requirements</p>	<p>Desk Officer OCA/DOPS</p>



	<p><i>Passport validity of the dependent/s and household members should not exceed the passport validity of the principal</i></p> <p>Revalidated passport and other documents necessary for the return of Partner Agency representative to Post.</p>			
TOTAL		None		



9. Service Attachés Unit – End of Tour of Duty of Partner Agency Personnel

Office or Division:	HRMO - Honorary Consuls and Service Attaches Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government to Government			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for extension of TOD for current attaché/s because of rejection or delay in the arrival of the proposed or replacement personnel.	HRMO drafts letter addressed to concerned agency citing post's request.	None	2-3 days processing upon receipt of request	Desk Officer
In case the rejection/s is due to slot limitations set by the Host Government, the concerned agency should be informed immediately. Geographic offices and other pertinent offices' assistance should be sought in expanding the number of slots for personnel especially in labor-receiving countries. Agencies such as OWWA, SSS, PAG-IBIG and DSWD are sometimes not given recognition or accreditation by the foreign ministry.	Prior consultation or approval on the proposed deployment by the Post and Receiving State's Foreign Ministry should be sought.	None		
Recommendation for Irregular Recall made by the Head of Post	Coursed through the Office of the Undersecretary for Administration. <i>If favorable, consideration is given by the Undersecretary. A request for immediate action is sent to the agency based on the one</i>	None	2-3 days processing for each request upon receipt of request with complete requirements. <i>Completed documentary requirements necessary for deployment of</i>	Desk Officer



	<i>country-team approach.</i>		<i>Partner Agency representative to the Philippine Foreign Service</i>	
Act as a conduit in the investigation of anomalies and irregularities by the service attaches and implement administrative sanctions such as recalls	Draft of letter to concerned SA agency End Output: Investigation results	None	2-3 days processing upon receipt of request	Desk Officer
In case of disciplinary recall, request for tax exemption endorsed by the agency will be assessed individually depending on the percentage of the tour of duty served (minimum of 65% of the full duration of tour of duty).	For records purposes, copies of resolutions of disciplinary cases will be provided to HCSADIHRMO.	None	2-3 days processing upon receipt of request	Desk Officer
TOTAL		None		

Shipment of Household Goods and Vehicle, if any

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter to the Department of Finance (DOF); <i>If without a vehicle</i> , indicate only the shipment of household goods and personal effects; <i>If with vehicle</i> , draft a separate letter informing DOF of the details about the vehicle. 1. Recall or Reassignment Order including Order of extension of tour of duty (if any) from Head of agency concerned or death certificate showing cause of death (if deceased)	Partner Agency
Original Bill of Lading	
Original Inventory List of household goods and personal effects	
Certificate of Emoluments-statement of salaries and allowances during TOD from attached agency concerned	Partner Agency and Personnel



Original Car Invoice and Deed of Sale with English translation
Original Car Registration papers with English translation. The vehicle must be registered in recallee's name at least six (6) months prior to the date of recall.
Affidavit to be executed by recallee regarding the total value of personal effects and household goods and motor vehicle
Official request for tax exemption from the office of recallee
Certification from the agency that the recallee concerned has not availed of the tax-exempt privilege during the last four (4) years
<i>Explanation of delayed shipment certified/noted by the agency concerned, if necessary</i>
Broker's authority signed by recallee

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Request to facilitate processing of documents for tax and duty exemption of vehicles and personal effects / household goods of returning /recalled/irregular recalls or retirements and return of deceased service attaches service attache.</p>	<p>Submit all requirements to HRMO-HCSAD for endorsement to the Department of Finance.</p> <p>If with motor vehicle, Motor Vehicle Computation Acquisition Cost will be attached.</p> <p><i>(Based on Diplomatic Price or Book Value or Published Retail Factory Price whichever is lower or OANDA Currency Converter)</i></p> <p>Conversion rate: <i>(Based on exchange rate at the time of</i></p>	None	2-3 days processing upon receipt of request	Desk Officer



	<i>completed transaction)</i> <i>End Product: Clearance from Department of Finance authorizing the release to the Bureau of Customs</i>			Department of Finance and Bureau of Customs
TOTAL		None		



10. Service Attachés Unit – Other Matters

Office or Division:	HRMO- Honorary Consuls and Service Attaches Division
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Government to Government

Processing of Private Staff Application

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter-request of the Employer addressed to DFA-HRMO and copy-furnished to Concerned Mother Agency		Partner Agency		
Notarized Standard Employment Contract (SEC) Duly Signed by the Employer and Private Staff <ul style="list-style-type: none"> Compliant MOU Minimum Wage or Host Country's Minimum Wage At least 23 Years of Age or compliant with Host Country's Legal Age 				
Proof of Insurance Coverage with Repatriation of Mortal Remains				
Personal Information Sheet				
PSA Birth Certificate				
PSA Marriage Contract (if Applicable)				
NBI Clearance				
Proof of Membership <ul style="list-style-type: none"> Social Security System (SSS) PhilHealth Pag-IBIG 				
Medical Certificate of Fitness to Work obtained from a DOH-Accredited Medical Clinic for OFWs				
High School Diploma or Certification/Proof of Skill competency as identified in POEA Memorandum Circular No. 10, Series of 202				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to facilitate processing in the deployment of private staff of overseas personnel	1.1 Conduct an interview with the private staff applicant and discuss the grievance mechanism.	None	2-3 days processing upon receipt of request	Desk Officer



	<p>*For the new normal, interviews are conducted through Google Meet or Zoom.</p> <p>1.2 Draft memo endorsing to OCA-DOPS for private staff passport application and Note Verbale issuance.</p> <p>End Product: Passport and Note Verbale</p>			OCA-DOPS
TOTAL		None	2-3 days processing upon receipt of request	

Inclusion in the Pre-Departure Orientation Seminar

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Endorsement from Head of Office		Partner Agency		
Updated Curriculum Vitae				
Assignment or Personnel Agency				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the following documents to HRMO-HCSAD.	1.1 Forward the list of participants with completed documents to the Foreign Service Institute through a memorandum.	None	2-3 days upon submission of complete requirements	Desk Officer
TOTAL		None	2-3 days upon submission of complete requirements	

Prepare and update the Directory of Service Attached Agencies' personnel on overseas assignment

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>Prepare and update the Directory of Service Attached Agencies' personnel on overseas assignment</p>	<p>1.1 Request from partner agency an updated directory.</p> <p>1.2 Cross-reference from/update the division's list.</p> <p>1.3 Verify and/or confirm with the partner agency a returning/ recalled SA in case his/her name has yet to appear/be included in the list.</p>	<p>None</p>	<p>1 month (to confirm returning employee)</p>	<p>Desk Officer</p>
<p>TOTAL</p>		<p>None</p>	<p>1 month (to confirm returning employee)</p>	



Human Resources Management Office (HRMO)

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:	HRMO – Shipment Section, Benefits and Welfare Division	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
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		Recallee



BIR Form	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			
1. Certificate of Last Payment from Post	Post of Assignment			
2. Travel Order from Post	Post of Assignment			
3. Recall Order and Extension Order, if any	DFA- HRMO			
4. Certificate of Arrival (Shipment Section, BWD-HRMO)	DFA- HRMO-BWD- Shipment Unit			
5. Service Record (RIU-HRMO)	DFA- HRMO-RIU			
6. Post Clearance	Post of Assignment			
Affidavit for Shipment of Household Goods and Personal Effects Including Motor Vehicle Form DFA-HRM-B-10 (4 certified true copies) or Affidavit for Shipment of Household Goods and Personal Effects DFA-HRM-B-11 (4 certified true copies)	DFA- HRMO-BWD- Shipment Unit DFA- OAMSS-GRAD DFA- HRMO-BWD- Shipment Unit DFA- OAMSS-GRAD			
Letter of Authorization for Broker Household Goods and Personal Effects Including Motor Vehicle Recallee Form DFA-HRM-B-12 (4 certified true copies)	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	BWD Shipment Unit
	1.2 Prepare the endorsement letter and Motor Vehicle Computation to the Director, Revenue Office, Department of Finance to be signed by the BWD Director	None	1 day 1 day	BWD Shipment Unit Principal Assistant Director



			1 day	
	1.3 Sort / Collate the submitted documents for submission to DOF, Personal File of the recallee and HRMO-BWD- Shipment Unit File		1 Hour	BWD Shipment Unit
	1.4 Control Number for the endorsement letter	None	1 Minute	Records Unit
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	BWD Shipment Unit
	TOTAL	None	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:	HRMO – Wellness Section, Benefits and Welfare Division	
Classification:	Highly technical	
Type of Transaction:	G2G – Government to Government	
Who may avail:	<p>Per Department Order No. 20-2018, 7.1-2, the following may avail the financial assistance from One Appeal Plan:</p> <ol style="list-style-type: none"> 1. Regular, casual, contractual employees of the Department, including Contract of Service (COS) workers; 2. Lawful spouse of regular, casual, contractual employees of the Department. In the case of COS, only COS is qualified; 3. Unmarried children (legitimate or illegitimate) of (1) and (2) employees; 4. Parents of (1); and 5. Parents-in-law and grandparents of (1) 6. Charitable institutions 	
CHECKLIST OF REQUIREMENTS		
WHERE TO SECURE		
Primary Requirements:		
1. Letter of Request for Financial Assistance (1 original)	Applicant	
2. DFA ID (1 photocopy)	Applicant	
Requirements for Medical expenses:		
1. Doctor's prescription/ diagnosis (1 photocopy)	Medical institutions and/or physicians	
2. Medical receipts/ hospital bills/SOA (1 photocopy)	Medical institutions and/or physicians	
Requirements for Burial expenses:		
1. Death Certificate issued by PSA (1 photocopy)	Philippine Statistics Authority	
2. Memorial/ Burial services receipts (1 photocopy)	Funeral service provider	
3. Marriage certificate issued by PSA, if applicable (1 photocopy)	Philippine Statistics Authority	
4. Birth certificate issued by PSA, if applicable (1 photocopy)	Philippine Statistics Authority	
Requirements for Calamity and other Emergency expenses:		
1. Barangay certificate (1 original)	Barangay	
2. Proof of damage (photos)	Applicant	
3. Summary of expenses including receipts (1 original)	Providers, such as but not limited to hardware stores, repair service firms	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the desk officer/OAP Secretariat	1.1 Check and verify the submitted documents of the applicant.	None	15 minutes	Clerk/Desk Officer/Secretariat
	1.2 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	Clerk/Desk Officer/Secretariat
	1.3 Review Memo and put initial; return Memo to Desk Officer if with correction.	None	1 day	Principal Assistant
	1.4 Review Memo and puts initial; return Memo to Desk Officer if with correction.	None	1 day	Director
	1.5 Review Memo and puts initial; return Memo to Desk Officer if with correction.	None	1 day	Executive Director
	1.6 Approve and sign Memo; return Memo to Desk Officer if with correction.	None	1 day	Assistant Secretary
	1.7 Forward the signed Memo to three (3) OAP Committee members for further approval of the requested assistance.	None	1 day	Clerk/Desk Officer/Secretariat
	1.8 Approve/ Disapprove the requested assistance (Signs the Memo).	None	2 days	Chief Coordinator, OSEC Undersecretary for Administration Office assigned on a semi-annual rotation basis
	1.9 Forward the memo, duly-approved and signed by three (3) OAP	None	1 day	Clerk/Secretariat



	Committee, to the Special Disbursing Officer (SDO)/Bookkeeper designated by OFMS for printing of disbursement voucher (DV) and cheque.			
	1.10 Create and print DV and cheque.	None	1 day	Special Disbursing Officer (SDO)/Bookkeeper, OFMS
	1.11 Forward the DV and cheque to HRMO for signature of BWD Director/ Head of OAP Secretariat and of the HRMO Assistant Secretary.	None	1 day	Special Disbursing Officer (SDO)/Bookkeeper, OFMS
	1.12 Sign the DV and cheque.	None	1 day	Director Assistant Secretary, HRMO
	1.13 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	Clerk/Secretariat
	1.14 Sign the DV and cheque.	None	1 day	Assistant Secretary
	1.15 Get the duly-signed voucher and cheque from OFMS Assistant Secretary and record the details of the DV and cheque.	None	1 day	Clerk/Secretariat
	1.16 Inform the applicant that his request has been approved and that he can pick up the cheque.	None	15 minutes	Clerk/Secretariat
2. Pick up the cheque and sign the receiving copy/	2.1 Record the date and time of pick-up of cheque by the applicant.	None	10 minutes	Clerk/Secretariat
TOTAL		None	16 days	



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

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

Office or Division:	Day Care Center, Benefits and Welfare Division, HRMO			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	DFA Employees (Regular, Casual, Contractual)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Employee ID (1 Photocopy)		Applicant		
Request and Intake Form (1 Original)		DFA- Day Care		
Medical and Dental Record (1 Original)		DFA-Day Care		
Birth Certificate of the Child (1 Photocopy)		PSA		
Assessment of diagnostician or specialist for children with special needs (1 Photocopy)		Applicant's physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the log book at the Day Care center.	1.1 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.	2.1 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.	3.1 Include the child in the roster of enrolled children.	None	3 minutes	DFA Day Care Teacher
TOTAL		None	1 day	



4. Enrolment and Updating of Records with PhilHealth

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

Office or Division:	Health Section, Benefits and Welfare Division, HRMO			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All DFA personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PhilHealth Member Registration Form (PMRF)		HRMO-BWD Office		
Birth Certificate, if applicable		Philippine Statistics Authority		
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	1.1 Evaluate and receive application	None	3 mins	Health Section Assistant
	1.2 Endorse the accomplished form and supporting documents to PhilHealth Field Office for processing	None	3 days	Health Section Assistant
TOTAL		None	3 days and 3 minutes	



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

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

Office or Division:	Travel Arrangement Section, Benefits and Welfare Division, HRMO			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DFA personnel for foreign assignment			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Assignment Order		HRMO – Placement Section		
Travel Order		Office of the Secretary (OSEC)		
Clearances		Human Resources Management Office (HRMO) and Office of Financial Management Services (OFMS)		
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	1.1 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
	1.2 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
	1.3 File the application for TEC and claim issuance on behalf of the	None	1 day	TAS Action Officer DOT



	applicant with DOT-TIEZA.			
	1.4 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
	1.5 Request for the issuance of temporary booking to the travel agency that offers the most direct, economical and advantageous to the DFA personnel.	None	1 day	TAS Action Officer
2.1 Receive, review and confirm tentative booking.	2.1 Inform/forward to personnel the flight itinerary and request confirmation if acceptable.	None	15 minutes	TAS Action Officer
	2.2 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
	2.3 Route the Transportation Order to the Department Chief Accountant for funding.	None	2 days	TAS Action Officer OFMS
	2.4 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
	2.5 Arrange/coordinate the issuance and delivery of airplane ticket to DFA personnel			TAS Action Officer
	2.6 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
3. Receive copy of ticket.		None	15 minutes	
TOTAL		None	7 days	



6. 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 (1 original, 1 CTC)		Philippine Statistics Authority (PSA)		
NBI Clearance (1 original, 1 CTC)		National Bureau of Investigation (NBI)		
Copy of passport of Principal (1 CTC)		DFA personnel employing the private staff		
Copy of SSS ID or Member Data Form (1 CTC)		Social Security System (SSS)		
Copy of PhilHealth ID or Member Data Form (1 CTC)		Philippine Health Corporation (PhilHealth)		
Copy of PagIBIG ID or Member Data Form (1 CTC)		PagIBIG		
Medical Certificate (1 original, 1 CTC) Requires the following:		DFA Medical Clinic, 2 nd floor		
• Two (2) Passport-size colored pictures		Photo printing studio of their preference		
• Results of Chest X-Ray (including x-ray film)		Medical Clinic of their preference		
• Results of Complete Blood Count (CBC)		Medical Clinic of their preference		
• Results of Urinalysis		Medical Clinic of their preference		
• Results of Fecalalysis		Medical Clinic of their preference		
• Results of Pregnancy Test for females 23 to 45 years old		Medical Clinic of their preference		
• Results of Electrocardiogram (ECG) for females 35 years old and above		Medical Clinic of their preference		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Family Affairs Unit (FAU)	Receive and evaluate requirements	None	15 minutes	Clerk, FAU
	1.1 If requirements are complete, interview and orient the private staff	None	1 day	Clerk, FAU
	1.2 Draft endorsement for the issuance of official	None	1 day	Clerk, FAU



	passport and note verbale, if needed			
	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
2. 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)
3. 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
4. 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
5. 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
6. 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	



7. Approval of Leave Applications of Heads of Post

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

Office or Division:	Leave Section, Benefit and Welfare Division, HRMO			
Classification:	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: • 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	



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

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

Office or Division:	Benefit and Welfare Division-Leave Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All foreign service personnel other than Heads of Post			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved leave application CSC Form No. 6 in duplicate (original copies will be sent through pouch) Please take note that application for vacation leave should be filed at least two (2) weeks in advance of requested leave		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



9. Initial Terminal Leave Benefits (TLB) Claim

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

Office or Division:	Benefits and Welfare Division – Terminal Leave Benefits Section			
Classification:	Highly Technical			
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		
If Retired/Resigned/Died at Post: <ul style="list-style-type: none"> Post Clearance Certificate of Last Payment from Post Certificate of Arrival Copy of Assignment Order 		Post		
<ul style="list-style-type: none"> PSA Death Certificate or Report of Death of deceased employee PSA Marriage Certificate of deceased employee PSA Birth Certificate/s of ALL Legal Heirs PSA Marriage Certificate/s of <i>married female heirs</i> PSA CENOMAR of deceased employee (for single) PSA Death Certificate of Both Parents (If Applicable) PSA/NSO Death Certificate of Deceased Sibling (If Applicable) 		Philippine Statistics Authority (PSA)		
<ul style="list-style-type: none"> Notarized Affidavit List of Surviving Heirs, with copies of IDs Notarized Affidavit of Waiver of Rights (If Applicable) 		From Affiant/s		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly	1. Receive the duly accomplished requirements. 1.2 Evaluates\ the submitted documents	None	10 minutes	TLB staff



accomplished requirements for TLB claim.				
	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 and computation for money value of TLB.		4 weeks	TLB staff / OFMS
	9. Once the initial TLB claim is processed by OFMS, notify the retiree of the release of the claim/cheque.		5 minutes	TLB staff
2. Receive TLB claim cheque	10. Release TLB claim cheque	0	5 minutes	OFMS - Cashier
	TOTAL	0	N/A	



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

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

Office or Division:	Medical Clinic, Benefits and Welfare Division, HRMO			
Classification:	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, Fecalalysis (1 Photocopy)		Accredited Laboratory Clinics		
Medical Clearance (if required) (1 Photocopy)		Private Physician		
Psychological Examination Result (1 Photocopy)		Clinic of choice for Psychological Exam		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete requirements	1. Receive the requirements and check if complete 1.1 Sign the clearance 1.2 Endorse the employee to the Department Physician	None	1 day	Department Nurse
2. Appear personally before the Department Physician	2. Receive the requirements for final evaluation/ consultation 2.1 Sign the clearance 2.2 Endorse the documents to the nurse	None	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	



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

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

Office or Division:	BWD Pag-IBIG
Classification:	Simple
Type of Transaction:	G2G/G2C
Who may avail:	DFA Employees
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	
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	



12. Processing of Annual Personnel Movement

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

Office or Division:	HRMO-RSPD			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to government employees			
Who may avail:	Qualified Foreign Service personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Foreign Service Preference Form			HRMO - Placement Section	
Travel Order Form			HRMO - Placement Section	
Clearance (Admin and OFMS)			HRMO - Placement Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Requests list of personnel who are due for recall from the Foreign Service Posts on the following year.		2 working days	Desk Assistant
	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 candidates to concerned FSPs at least six (6) months before the positions become vacant. If Post requests for more candidates other than in the shortlist, HRMO recirculates the vacancy to Offices, FSPs, and COs. 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.		10 working days additional 10 working days from the time HRMO received Post's reply Additional 10 working days from the time HRMO received Post's reply	Desk Assistant



	<p>9. Drafts Assignment Orders (AOs) and submit the proposal to OSEC, through UA and OFMS for signature.</p> <p>Undersecretary approves AO and endorses to the Secretary for signature.</p> <p>Secretary signs AO.</p>		15 working days	<p>Desk Assistant</p> <p>Undersecretary for Administration</p> <p>Secretary of Foreign Affairs</p>
10. Receives signed AO and starts processing clearance	<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 relevant trainings required.</p>		1 working day	Desk Assistant
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	



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

Hiring of a locally hired employee at FSPs

Office or Division:	HRMO-RSPD			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to government employees			
Who may avail:	Qualified applicants who passed the employment examination and interviews and are recommended for hiring by the hiring office.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Post's proposed compensation package				
Qualifications of the prospective candidate				
Post's proposed employment contract				
Sworn statement executed by the prospective candidate				
Police Clearance				
NBI Clearance (for Filipino citizens)				
Physician's Certification on state of health and fitness to work				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Post transmits request for Authority to hire a locally hired employee to HRMO	1. HRMO receives Post's request for Authority to hire a locally hired employee and reviews the 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 "no records/information", 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	



14. 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	



15. 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	None	1 day	



16. 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), Service Record of personnel and other documents from 201 file for various purposes.

Office or Division:	Performance and Records Management Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DFA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Human Resource Integrated System (HRIS) Credentials – ID Number and Password		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access the DFA Megamenu at https://megamenu.dfa.gov.ph/ .	None	None	20 seconds	DFA Personnel
2. Select HRIS among the selection of DFA Servers.	None	None	20 seconds	DFA Personnel
3. Log in to HRIS using your employee credentials.	None		30 seconds	DFA Personnel
2. Select PIS or Service Record.	None	None	10 seconds	DFA Personnel
3. Click the print button and select	None	None	10 seconds	DFA Personnel
TOTAL		None	1 minute and 30 seconds	

In case the DFA Personnel cannot access HRIS, they may also request through the following means:

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DFA Identification Card		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide DFA ID / Full name and ID number via any of the following means to HRMO: - Memorandum / Fax - Email (records.hrmo@dfa.gov.ph) - Phonecall - In-person	1.1 Receive and process request for PIS / Service Record / Other 201-file related document/s.	None	8 hours	Clerk



	1.2 Print the requested document/s.		30 minutes	Clerk
	<p>1.3 If requested through a memorandum / fax, prepare cover memorandum or fax and secure signature from approving authority and attach the document requested.</p> <p>If requested via email, send a reply with the document requested attached.</p> <p>If requested via phonecall or in-person, inform the client that the document requested is ready for pick-up.</p>	None	7 hours	Clerk
	1.4 Issue the document requested to the client.	None	30 minutes	Clerk
TOTAL		None	2 days	



17. Processing of Appeals on IPCRF Ratings

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

Office or Division:	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 rater, coaching, etc.)		3 working days	Performance Management Section
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	None	12 days	



18. 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	



19. Honorary Consuls and Service Attachés Division – 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 Consular Officer 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	More than 20 days	FSP's HOP, 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	2-3 days	FSP's Consul, Vice-Consul, AO
	HRMO-HCSAD submits to vetting offices the	NONE	2-3 days	Desk Assistant for the particular region (Americas,



	recommendation of FSPs (to OUMAIER, OUMWA, Geographic Offices, OFMS, ISU)			Asia & Pacific, Europe, Middle East & Africa)
	Vetting offices reply to recommendation / application for honorary consular officer position	NONE	1-2 weeks	Officer / Staff in charge of the matter for OUMAIER, OUMWA, Geographic Office (OAA, ASPAC, OEA, OMEAA, OFMS, ISU)
	HRMO-HCSAD submits to Office of the Secretary through OUA/Geographic Office the appointment papers for approval and signature	NONE	1-2 weeks	Desk Assistant for the particular region (Americas, Asia & Pacific, Europe, Middle East & Africa)
	OSEC returns the signed appointment papers to HRMO-HCSAD	NONE	1-2 days	Staff Office of the Secretary (OSEC)
	HRMO-HCSAD prepares and transmits the signed appointment documents to FSP concerned via diplomatic pouch	NONE	1 week	Desk Assistant for the particular region (Americas, Asia & Pacific, Europe, Middle East & Africa)
	HRMO-HCSAD forward to OAMSS the Purchase Request for property materials for honorary consul's office such as: consular dry seal, consular wet seal, consular rubber sea, consular rubber stamps, Philippine flag (indoor) Philippine flag (outdoor) Philippine flag (desk)	NONE	1 day	Desk Assistant for the particular region (Americas, Asia & Pacific, Europe, Middle East & Africa)
	OAMSS (Property Division) processes the purchase request	NONE	2-3 months	Desk Assistant 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	1 week	Desk Assistant for the particular region (Americas, Asia & Pacific, Europe, Middle East & Africa)
HRMO-HCSAD submits to Time Monitoring Section (TMS) the ID	TMS receives the ID application form	NONE	15 minutes	Desk Assistant in TMS Unit



Application Form of honorary consul				
	TMS processes the ID of honorary consular officer	NONE	1 day	Desk Assistant Time Monitoring Section (TMS) - Benefits and Welfare Division
	HRMO-HCSAD receives the ID of honorary consular officer and process the transmittal of the ID to FSP	NONE	1 day	Desk Assistant for the particular region (Americas, Asia & Pacific, Europe, Middle East & Africa)
	HRMO-HCSAD transmits the ID to FSP via diplomatic pouch Pouch bound for FSPs is sent on a weekly basis	NONE	(within the week)	Desk Assistant for the particular region (Americas, Asia & Pacific, Europe, Middle East & Africa) Staff - Pouch Section
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 consular officer from the host government	NONE	No time frame * approval in the form of <i>Exequatur</i> depends on the host government	FSP - Staff / Officer in charge Desk Assistant for the particular region (Americas, Asia & Pacific, Europe, Middle East & Africa)
Other Government entities (Congress of the Philippines, Senate of the Philippines) – forwards to DFA recommendations for honorary consular officer appointment of a particular person	DFA receives the letter of recommendation and responds by sending letter of acknowledgement	NONE	1-3 days	Desk Assistant for the particular region (Americas, Asia & Pacific, Europe, Middle East & Africa)
	HRMO-HCSAD forwards to FSPs the recommendation for comments	NONE	1-3 days	Desk Assistant for the particular region (Americas, Asia & Pacific, Europe, Middle East & Africa)
FSPs transmit comments for the application for honorary consul	If approved by FSPS, HRMO-HCSAD processes following similar procedure for appointment	NONE	2 to 3 months	Desk Assistant for the particular region (Americas, Asia & Pacific, Europe, Middle East & Africa)



20. Consolidate GAD Plans and Budgets and GAD Accomplishment Reports of all offices, Consular Offices, and Foreign Service Posts for onward submission to the Philippine Commission on Women

The GAD Secretariat reviews and consolidates the GAD Plans and Budgets (GPBs) and GAD Accomplishment Reports (ARs) submitted by all Foreign Service Posts (FSPs), Consular Offices (COs), and Offices in the Home Office for onward transmittal to the Philippine Commission on Women (PCW). The submission to PCW is in accordance with Section 36 of Republic Act No. 9710 or the Magna Carta of Women.

Office or Division:		HRMO - Performance and Records Management Division (PRMD)		
Classification:		Highly Technical		
Type of Transaction:		G2G – Government to Government		
Who may avail:		FSPs, COs, and offices in the Home Office		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FSPs', COs', and HO Offices' GAD Plan and Budget		FSP, CO or Office concerned		
FSPs', COs', and HO Offices' GAD Accomplishment Report		FSP, CO or Office concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit GAD Plan and Budget (for the following year) and GAD Accomplishment Report (for the current year)	1. Receive submitted GPBs and ARs	None	One (1) Working Day	GAD Secretariat
	2. Review and consolidate the GPBs and ARs	None	Five (5) Working Days	GAD Secretariat
	3. Encode and submit the Department's GPB and AR in PCW's Gender Mainstreaming and Monitoring System (GMMS)	None	Three (3) Working Days	GAD Secretariat
		TOTAL	Nine (9) Working Days	



21. Conduct of Webinars for Capability Building on Gender and Development of GFPOs and Alternates, and Department personnel

The GAD Secretariat capacitates Department personnel on the GAD competencies, especially the GAD Focal Point Officers (GFPOs) of all Offices, Foreign Service Posts, and Consular Offices, to ensure gender mainstreaming in the office's programs, activities, and projects.

Office or Division:		HRMO - Performance and Records Management Division (PRMD)		
Classification:		Highly Technical		
Type of Transaction:		G2G – Government to Government		
Who may avail:		FSPs, COs, and offices in the Home Office		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of participants from FSPs, COs, and offices in the HO		GAD Secretariat's Directory of GAD Focal Point System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit list of interested participants	1. Receive list of applications	None	2-3 Working Days	GAD Secretariat
	2. Prepare the Office Order for OUA's signature	None	Three (3) Working Days	GAD Secretariat
2. Receive the Office Order	3. Circulate the Office Order once signed and received from OUA	None	One (1) Working Day	GAD Secretariat
3. Participate in the training	4. Conduct the training	None	One (1) Working Day	GAD Secretariat
4. Accomplish the Evaluation Form	5. Circulate the Online Evaluation Form to the participants	None	Two (2) Working Days	GAD Secretariat
	6. Prepare the Certificates of Participation for OUA's and/or HRMO's signature	None	Three (3) Working Days	GAD Secretariat
5. Receive the Certificate of Participation	7. Circulate signed Certificates of Participation to attendees	None	One (1) Working Day	GAD Secretariat
		TOTAL	Fourteen (14) Working Days	



Office of Financial Management Services (OFMS)

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. Certification (1 original)	Service/Product Provider
PPMP and Approved Supplemental PPMP, (if applicable) (1 photocopy)	End-user's Administrative Officer
Certificate of Availability of Funds (CAF) (1 original) or CTC for one CAF and multiple projects	OFMS – Budget Division draft for signature of the Acting Department Chief Accountant of Home Office Accounting, Accounting Division
PhilGEPS Posting (for P50,000.00 above not included) and Invitation to Bid (for public bidding or P1,000,000.00 and above) (1 photocopy)	BAC Secretariat



Notice of Award (1 original)	BAC Secretariat
Notice to Proceed (1 original)	BAC Secretariat
BAC Resolution (1 CTC)	BAC Secretariat
Abstract of quotations (1 copy)	End-user, OAMSS-PSSD
Price Verification (1 copy)	OFMS – FRMD
Memorandum from OAMSS (1 copy)	OAMSS-PSSD
Terms of Reference/Technical Specifications (1 copy)	End-user
Duly Notarized Contract/Agreement (including Annexes) (1 original) or Purchase Order/Job Order (1 original)	End-user
Delivery Receipt (1 original)	End-user
Inspection and Acceptance Report (1 copy)	Property Officer, End User Office, OAMSS-PSSD, OFMS-FRMD Technical Property Inspector
Certificate of Acceptance (1 copy)	End-user
Inventory Custodian Slip (1 copy)	End-user
Requisition and Issue slip (for semi-expendable items) (1 copy)	End-user
Property Acknowledgement Receipt (for Capital Outlay) (1 copy)	End-user, OAMSS-PSSD
Certificate of warranty (for equipment) (1 copy) Guarantee Security Deposit Payable	Service/Product Provider

**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 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		2 days	<i>Audit Examiner</i> FECS

¹ Processing Time depends on volume and complexity of transaction.



	be paid prepare the corresponding schedule of computation and contents of the requirements			
	1.3. Examiner submits the pre-audited transaction to the reviewer		10 minutes	<i>Audit Examiner</i> FECS
	1.4. Reviewer verifies the computation and checks the attached documentary requirements		2 days	<i>Audit Reviewer</i> FECS
	1.5. Reviewer submits the pre-audited transaction to Disbursing Unit		5 minutes	<i>Audit Reviewer</i> 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	<i>Assistant</i> Disbursing Unit – FRMD
	1.7. Disbursing Unit Assistant submits the DV and attachments to the examiner for review and indexing		5 minutes	<i>Assistant</i> 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	<i>Audit Examiner</i> FECS <i>Audit Reviewer</i> FRMD
	1.9. FRMD-Director signs the DV		30 minutes	<i>FRMD Director</i>
	1.10. Incoming/ Outgoing communication logs the		10 minutes	<i>Records Clerk</i> FECS-FRMD



	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				
<i>Deposit of Payment – LDDAP ADA</i>				
	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		180 minutes	



	number. Prepare and Review SLIAE			
	1.19. Route the SLIAE for signature Department Chief Accountant and OFMS-ASEC		60 minutes	
	1.20. Submit the SLIAE 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:

- a. Encoders Outsourced Services;
- b. Freight and Courier Charges;
- c. Payment to Recognized Government Printers (E-Passport);
- d. Payment to Recognized Government Printers (Authentication Certificates);
- e. Payment to Recognized Government Printers (Personalization and Maintenance);
- f. Payment for Rental of Transportation;
- g. Payment for Rental of Photocopying Equipment; and
- h. Terminal Leave Benefits (Trust Deposit).

Office or Division:	OFMS – Financial Resources and Management Division		
Classification:	Highly Technical (Multi-Stage)		
Type of Transaction:	G2C, G2G		
Who may avail:	End-users within the Home Office		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Obligation and Request Status (1 st Payment 1 Original, subsequent payment 1 CTC)		OFMS – Budget Division	
Provisional Receipt (1 original)		Service/Product Provider	
Statement of Account other equivalent document such as Billing Statement, Invoice, etc. (1 original)		Service/Product Provider	
Certification (1 original)		Head of Office	
PPMP and Approved Supplemental APP, if applicable (1 photocopy)		End-user's Administrative Officer	
Purchase Request 1 st Payment Original subsequent payment CTC		End-user's Administrative Officer	
Certificate of Availability of Funds (1 st Payment 1 Original, subsequent payment 1 CTC)		OFMS – Budget Division	
PhilGEPS Posting (for P50,000.00 above not included) for Invitation to Bid (for public bidding or P1,000,000.00 and above) (1 photocopy)		BAC Secretariat	
Notice of Award (1 original)		BAC Secretariat	
Notice to Proceed (1 original)		BAC Secretariat	
BAC Resolution (1 photocopy)		BAC Secretariat	
Abstract of quotations (1 copy) not applicable for public bidding		End-user	
Price Verification (1 st Payment 1 Original, subsequent payment 1 CTC not applicable for public bidding)		OFMS - FRMD	
Memorandum from OAMSS (1 st Payment 1 Original, subsequent payment 1 CTC)		OAMSS	



Terms of Reference/Technical Specifications (1 copy)	End-user			
Duly Notarized Contract/Agreement (including Annexes) (1 CTC) or Purchase Order/Job Order (1 original)	End-user			
Certificate of warranty (for equipment) (1 copy) if applicable	Service/Product Provider			
Additional Requirements for Delivery of Goods				
Delivery Receipt (1 original)	End-user			
Inspection and Acceptance Report (1 original)	End-user			
Certificate of Acceptance (1 copy)	End-user			
Additional Requirements for Outsourced Services				
Daily Time Record, if applicable (1 original)	Service/Product Provider			
Billing register	Service/Product Provider			
Pay slips, if applicable (1 copy)	Service/Product Provider			
Wage Increase Order	Service/Product Provider			
<p><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. Processing Time per Document. The Processing Time depends on the volume and complexity of transaction.</i></p> <p><i>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.</i></p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME²	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</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		5 days	<i>Audit Examiner</i> FECS

² Processing Time depends on volume and complexity of transaction.



	to be paid prepare the corresponding schedule of computation and contents of the requirements			
	1.3. Examiner submits the pre-audited transaction to the reviewer		5 minutes	<i>Audit Examiner</i> FECS
	1.4. Reviewer verifies the computation and checks the attached documentary requirements		1 day	<i>Audit Reviewer</i> FECS
	1.5. Reviewer submits the pre-audited transaction to Disbursing Unit		5 minutes	<i>Audit Reviewer</i> 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	<i>Assistant</i> Disbursing Unit – FRMD
	1.7. Disbursing Unit Assistant submits the DV and attachments to the examiner for review and indexing		10 minutes	<i>Assistant</i> 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		15 minutes	<i>Audit Examiner</i> FECS <i>Audit Reviewer</i> FRMD
	1.9. FRMD-Director signs the DV		60 minutes	<i>FRMD Director</i>
	1.10. Incoming/ Outgoing		15 minutes	<i>Records Clerk</i> FECS-FRMD



	communication logs 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		3 days (paused-clock)	
Budget Division for Posting of Balances				
Home Office Accounting				
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		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 SLIIAE		180 minutes	Cash Unit
	1.19. Route the SLIIAE for signature Department Chief Accountant and OFMS-ASEC		60 minutes	Cash Unit
	1.20. Submit the SLIIAE 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		3 days	
<i>Issuance of Check</i>				
	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 Cash Unit</i> <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:

- a. Shipment from Manila to Foreign Service Post (FSP);
- b. Shipment from Manila to Regional Consular Office (RCO);
- c. Payment of Healthcare Premium;
- d. Payment to cooperative;
- e. Highly Technical Consultants;
- f. Creditors for Water, Electricity, Telephone, and Internet Expenses; - Payment via Check
- g. Purchase of Supplies and Materials (through DBM-Procurement Service); Payment via Check
- h. Payment of Agency-to-Agency transactions; and
- i. 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-audited transaction to the reviewer		10 minutes	<i>Audit Examiner</i> FECS
	1.4. Reviewer verifies the computation and checks the attached		2 days	<i>Audit Reviewer</i> FECS

³ Processing Time depends on volume and complexity of transaction.



	documentary requirements			
	1.5. Reviewer submits the pre-audited transaction to Disbursing Unit		5 minutes	<i>Audit Reviewer</i> 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	<i>Assistant</i> Disbursing Unit – FRMD
	1.7. Disbursing Unit Assistant submits the DV and attachments to the examiner for review and indexing		5 minutes	<i>Assistant</i> 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	<i>Audit Examiner</i> FECS <i>Audit Reviewer</i> FRMD
	1.9. FRMD-Director signs the DV		30 minutes	<i>FRMD Director</i>
	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	<i>Records Clerk</i> 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				
<i>Issuance of Check</i>				



	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	<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 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	
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FEEDBACK AND COMPLAINTS MECHANISM

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

List of Offices

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



Office of Financial Management Services (OFMS)

INTERNAL SERVICES



1. Home Office Accounting Division Services – Application for Clearance from Financial Accountability (Form 1)

The Clearance from Financial Accountability is issued to individuals needing this document that states that he/she has no financial accountability with the Department and is cleared either for foreign assignment/ leave or claiming of terminal leave benefits/trust deposit.

Office/Division:	Office of Financial Management Services - Home Office Accounting			
Classification:	Simple/Complex/Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	All DFA Personnel Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Foreign Assignment <ul style="list-style-type: none"> • Assignment Order (1 CTC) • Travel Order (1 CTC) 		HRMO HRMO		
Leave (To be spent abroad, to be spent within the Philippines exceeding 30 calendar days, Study, Maternity) <ul style="list-style-type: none"> • Approved Leave Form signed by the Head of Office where the applicant is stationed (CS Form No. 6; Revised 1984) (2 CTC) 		Office where the applicant is stationed		
Terminal Leave Benefits/Trust Deposit (Retirement, Resignation or Termination of Employment) <ul style="list-style-type: none"> • Letter of Resignation (1 CTC) • Acceptance of Resignation/ Retirement, or Termination Letter/Order (1 CTC) • Certificate of Last Payment (1 CTC) 		DFA Personnel Office of the President, OUA, or HRMO OFMS		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE



		BE PAID		
1. Submits the filled-out Fiscal Clearance Form, in duplicate (After securing the signatures for the clearance from DFA Provident Fund, FRMD, and FSA Division)	1.1 Review the form to ensure signatures of other offices (Provident fund, FRMD, Foreign Service Accounting)	None	3 minutes	Administrative Support Unit – HOA
	1.2 HOA office reception to log-in the application of clearance of personnel		3 minutes	Administrative Support Unit - HOA
2. Client with outstanding balances needs to settle their accountabilities: 2.1 Submit complete necessary documents 2.2 Pay the outstanding balance to Cashier; or 2.3 Execute an Affidavit of Undertaking	2.1 Route the Clearance Form to HOA's different units (Cash, Cash Advances, Receivables, RCO, PRF). Each unit checks the client's Subsidiary Ledger accounts in eNGAS to reflect balance of accountabilities: 2.1.1. Foreign Assignment	None	3 days(if without accountabilities) 7 days (if with accountabilities)	Accounts Examiners and Reviewers from Cash, Cash Advances, Receivables, RCO, & PRF)
	2.1.2. Leave		3 days	Accounts Examiners and Reviewers from Cash, Cash Advances, Receivables, RCO, & PRF)



	<p>2.1.3. Terminal Leave Benefits/Trust Deposit</p> <p>2.2 Examiners and reviewers to sign the form for personnel with zero accountabilities.</p> <p>2.3 For personnel with accountability, an order of payment will be made by the Receivables Unit.</p> <p>2.4 Examiners and reviewers to sign the form for personnel if the outstanding accountability is settled</p>		<p>20 days</p> <p>5 minutes</p> <p>15 minutes</p> <p>5 minutes</p>	<p>Accounts Examiners and Reviewers from Cash, Cash Advances, Receivables, RCO, & PRF)</p> <p>Accounts Examiners and Reviewers from Cash, Cash Advances, Receivables, RCO, & PRF)</p> <p>Receivables Unit</p> <p>Accounts Examiners and Reviewers from Cash, Cash Advances, Receivables, RCO, & PRF)</p>
	3. Upon completion of examination and signature for each Unit, the Clearance Form to be forwarded to Assistant Chief Accountant	None	3 minutes	Final Accounts Examiner and Reviewer
	4. The Assistant Chief Accountant signs the Clearance Form attesting	None	3 minutes	Assistant Chief Accountant



	to his/her review of the clearance.			
	5. The Assistant Chief Accountant forwards the Clearance Form to the Chief Accountant. The Chief Accountant clears the Client on behalf of the Accounting Division by signing the form.	None	3 minutes	Chief Accountant
	6. Forward the Clearance Form to the Assistant Secretary's Office of OFMS.	None	3 minutes	Administrative Support Unit - HOA
TOTAL:		None	3-20 days and 43 minutes	

2. Issuance of Certificate of Last Payment

The Certificate of Last Payment is issued to individuals needing this document for the purpose of foreign assignment, promotion from contractual to regular, resignation, termination of service, or retirement.

Office/Division:	Office of Financial Management Services - Home Office Accounting	
Classification:	Simple/Complex	
Type of Transaction:	Government to Government	
Who may avail:	All DFA Personnel Only	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Foreign Assignment <ul style="list-style-type: none"> • Assignment Order (1 CTC) • Travel Order (1 CTC) • HRMO Clearance (1 CTC) • OFMS Clearance (1 CTC) • Confirmed Ticket (Itinerary of Travel) (1 CTC) 		HRMO HRMO HRMO OFMS HRMO/DFA Personnel
Promotion from Contractual to Regular Appointment <ul style="list-style-type: none"> • Appointment (1 CTC) • Oath of Office (1 CTC) • Certificate of Assumption of Duty (1 CTC) 		



<ul style="list-style-type: none"> Statement of Liabilities and Net Worth (SALN) (1 CTC) Daily Time Record (1 CTC) <p>Resignation, Termination, or Retirement</p> <ul style="list-style-type: none"> Acceptance of Resignation/Retirement or Termination Letter/Order (1 CTC) Service Record (1 CTC) 	<p>HRMO</p> <p>HRMO</p> <p>Office Concerned</p> <p>DFA Personnel</p> <p>HRMO</p> <p>Office of the President, OUA, or HRMO</p> <p>HRMO</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits the requirements to the Payroll Unit (for promotion and resignation etc) or Receivables Unit (for foreign assignment)</p>	<p>1.1 Check the completeness of the documents. Incomplete documents will not be processed</p> <p>1.2 Unit Examiner to log-in the application/request</p>	<p>None</p>	<p>3 minutes</p> <p>3 minutes</p>	<p>Payroll Unit or Receivables Unit</p> <p>Payroll Unit or Receivables Unit</p>
	<p>2. Prepare the Certificate of Last Payment (after checking in the payroll the data needed for the certification)</p> <p>2.1. Foreign Assignment</p> <p>2.2. Promotion, Resignation, etc.</p>	<p>None</p>		



			3 days	Receivables Unit
			7 days	Payroll Unit
	3. Chief Accountant signs the certificate	None	5 minutes	Chief Accountant
	4. Release the Certificate of Last Payment to the Client	None		
	4.1. Foreign Assignment		3 minutes (to be released after receipt of salary on the 10th of the month)	Receivables Unit
	4.2. Promotion, Resignation, etc		3 minutes	Payroll Unit
TOTAL:		None	3-7 days and 14 minutes	



3. Issuance of Hotel Authority for Foreign Assignment (in lieu of LQA)

The Hotel Authority for foreign assignment is issued to individuals needing this document for the payment of hotel room charges before being entitled to LQA at the beginning of the following month after the arrival at Post.

Office/Division:	Office of Financial Management Services - Home Office Accounting			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	All DFA Personnel Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Foreign Assignment <ul style="list-style-type: none"> • Assignment Order • Travel Order • HRMO Clearance • OFMS Clearance • Confirmed E-ticket or Itinerary of Travel 		HRMO HRMO HRMO OFMS DFA Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits required documents to the Receiving Clerk – Chief Accountant’s Office	1.1 Check the completeness of the documents. Incomplete documents will not be processed	None	3 minutes	Administrative Support Unit - HOA
	1.2 Examiner to log-in the application		3 minutes	Administrative Support Unit - HOA
	2. Compute entitlement for hotel room accommodation from date of arrival at Post until end of the same month, not to exceed 15 days, based on UNDP rate	None	20 minutes	Accounting Clerk



	3. Transmit the computation to Budget Division for obligation of funds (ORS)	None	3 minutes	Accounting Clerk
	4. Receive ORS from Budget Division	None	Depends on Budget Division	Budget Division
	5. Prepare the Hotel Authority under the prescribed format	None	10 minutes	Accounting Clerk
	6. Review and sign the Hotel Authority (Funds Available)	None	5 minutes	Chief Accountant
	7. Transmit signed Hotel Authority to the Assistant Secretary's Office	None	5 minutes	Receiving Clerk – Chief Accountant's Office
	TOTAL:	None	49 minutes	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	Answer the client feedback form and drop it at the designated drop box in front of the HOA reception. Clients can also answer the feedback form via the QR code.
How feedbacks are processed	<p>Quarterly, the feedbacks are compiled and recorded.</p> <p>Feedback are forwarded to the unit concerned and discussed within the unit as to how the processes will be improved.</p> <p>Should an answer to client is needed, the unit will create a reply immediately for the client.</p>
How to file a complaint	Answer the client feedback (complaint) form and drop it at the designated drop box in front of the HOA reception. Clients can also answer the feedback (complaint) form via the QR code.
How complaints are processed	<p>Quarterly, the complaints are compiled, recorded, and evaluated.</p> <p>Complaints are forwarded to the unit concerned and discussed within the unit as to how the processes will be improved.</p> <p>Should an answer to client is needed, the unit will create a reply immediately for the client.</p>
Contact Information	<p>ofms@dfa.gov.ph</p> <p>Local 4702</p>



Office of the Undersecretary for Migrant Workers' Affairs (OUMWA)

EXTERNAL SERVICES



1. ATN Services – 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; <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; Other relevant documents. 		<ul style="list-style-type: none"> PSA (NSO) 		
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist / Case Officer
2. Online / Phone / In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form. 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	<p>5.1. 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
6. Closing of cases	6.1. Case officer shall jot the completion of the case in their accomplishment report.****	None	Immediately upon completion of the case	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.

****Case officers are required to submit weekly report to their supervising officer.



2. ATN Services – 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) • 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 		
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist / Case Officer
2. Online / Phone / In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	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.</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	<p>5.1. 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
6. Closing of cases	6.1. Case officer shall jot the completion of the case in their accomplishment report. ****	None	Immediately upon completion of the case	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.

****Case officers are required to submit weekly report to their supervising officer.



3. ATN Services – 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); • 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 		
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist / Case Officer
2. Online / Phone / In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



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



	6.2. The case officer shall also inform the NOK and other concerned agencies on the arrival details of the OF.			
7. Arrival of the OF	7.1. On some instances, the case officers may also extend airport assistance on the arrival of the OF.	None	Immediate before the arrival time of the repatriate	Case Officer Supervisor
8. Connecting flights	8.1. On some meritorious cases, OUMWA extends assistance for the purchase of airfare ticket for the repatriate's provincial connecting flight. 8.2. The case officer shall coordinate with the accredited travel agency for the issuance of the flight ticket.	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. 9.2. The case officer shall process the release of the financial assistance and hand-over it to the repatriate.	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.*



4. ATN Services – Medical Repatriation

Office or Division:	OUMWA-Assistance-to-National Division			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	<ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Filled-out ATN Form: <ul style="list-style-type: none"> ○ Relationship with the OF of the person requesting assistance; ○ Contact details of the NOK; ○ Information of the OF, such as: Contact details, Medical condition, Work abroad (Employer, Principal Agency), Local Agency, and Medical Abstract ○ Flight details of the repatriation 		<ul style="list-style-type: none"> • OUMWA Reception Counter • 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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist/ Case Officer
2. Online / Phone / In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>required to facilitate the request for assistance.</p> <p>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form.</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 three working days</p>	Case Officer
5. ATN Funding	<p>5.1. In some cases, FSP will request ATN funding to cover the cost of the 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</p>	None	<p>Immediate upon receipt of the flight details</p>	Case Officer



	<p>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>			
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 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>	None	Immediate upon arrival of the repatriate	Case Officer 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
10. Closing of cases	10.1. Case officer shall jot the completion of the case in their accomplishment report.***	None	Immediately upon completion of the case	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.

***Case officers are required to submit weekly report to their supervising officer.



5. ATN Services – 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
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
<p>➤ If the deceased OFW is MARRIED:</p> <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) ● PSA Birth Certificate of the OFW ● Valid ID of one of the parents 3. Sibling (brother or sister 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



<ul style="list-style-type: none"> • Valid ID of the brother or sister • PSA Birth Certificate of the deceased OFW • PSA Birth Certificate of the brother or sister <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 				
<p>➤ If deceased has MULTIPLE SPOUSE</p>				
<p>➤ Spouse with the earliest recorded marriage in the PSA Advisory of Marriages has the authority to execute the Letter of Acceptance</p> <ul style="list-style-type: none"> • 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>				
<p>1. Son or daughter of OFW of legal age shall provide:</p> <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 <p>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</p> <p>a. Parent (either mother or father of OFW) shall provide:</p> <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 <p>b. Sibling (Brother or Sister of OFW) shall provide:</p> <ul style="list-style-type: none"> • PSA CENOMAR of the deceased OFW • 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 	<ul style="list-style-type: none"> • PSA 			
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. OUMWA processes ATN requests received through email oumwa@dfa.gov.ph or</p>	<p>1.1. The client shall register his personal</p>	<p>None</p>	<p>20 Minutes</p>	<p>Receptionist / Case Officer</p>



<p>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>	<p>information in the ATN 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 submission of the Forms, the client shall be referred to the proper case officer.</p>			
<p>2. Online/Phone/In-Person Interview</p>	<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.</p> <p>2.6. The case officer shall provide his contact details to the client.</p>	<p>None</p>	<p>10-30 minutes, or more, depending on the nature of the case</p>	<p>Case Officer</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	<p>For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update</p> <p>For non-urgent cases, NOK or other interested parties shall be informed within three working days</p>	Case Officer
5. ATN Funding	<p>5.1. In some cases, FSP will request ATN funding to cover the cost of the 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</p>	None	Immediate upon receipt of the flight details	Case Officer



	arrival details of the OF.			
7. Arrival of the OF	7.1. On some instances, the case officers may also extend airport assistance on the arrival of the OF.	None	Immediate before the arrival time of the repatriate	Case Officer Supervisor
8. Connecting flights	8.1. On some meritorious cases, OUMWA extends assistance for the purchase of airfare ticket for the repatriate's provincial connecting flight. 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. 9.2. The case officer shall process the release of the financial assistance and hand-over it to the repatriate.	None	Within two (2) weeks after the arrival of the repatriate	Case Officer Finance Officer Supervisors
10. Closing of cases	10.1. Case officer shall jot the completion of the case in their accomplishment report.***	None	Immediately upon completion of the case	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.

***Case officers are required to submit weekly report to their supervising officer.



6. ATN Services – 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 		<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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>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.</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 three working days</p>	Case Officer
5. ATN Funding	<p>5.1. In some cases, FSP will request ATN funding to cover the cost of the 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. The case officer shall also inform the NOK and other concerned agencies on the arrival details of the shipment.</p>	None	<p>Within three days upon receipt of the flight details</p>	Case Officer



7. Closing of cases	7.1. Case officer shall jot the completion of the case in their accomplishment report.***	None	Immediately upon completion of the case	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.

***Case officers are required to submit weekly report to their supervising officer.

8. ATN Services – Employment Related Concerns

Office or Division:	OUMWA-Assistance-to-National Division			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	<ul style="list-style-type: none"> ● Distressed overseas Filipinos ● Next-of-Kin of distressed overseas Filipinos or their authorized representative ● Former overseas Filipinos 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ● Filled-out ATN Form: <ul style="list-style-type: none"> ○ Contact details of the OFW; ○ Contact details of its employer, principal agency, and local agency ● Employment contract 		<ul style="list-style-type: none"> ● OUMWA Reception Counter ● If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 2.2. The case officer shall explain to the client the general actions to be	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>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.</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 three working days</p>	Case Officer
5. Continuous Monitoring	<p>5.1. The case officer shall continuously monitor the case and shall do necessary action, as needed.</p>	None	Continuous monitoring until the case is closed	Case Officer



	1.1 Case officers use their respective monitoring tools (i.e. <i>OUMWA Internal Records Information Center or ATN Shared Information Administration</i>)***			
6. Closing of cases	6.1. Case officer shall jot the completion of the case in their accomplishment report.****	None	Immediately upon completion of the case	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.

****Case officers are required to submit weekly report to their supervising officer.



9. 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 ● If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com 		
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form.</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	<p>5.1. 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
1. Closing of cases	1.1 Case officer shall jot the completion of the case in their accomplishment report.****	None	Immediately upon completion of the case	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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****Case officers are required to submit weekly report to their supervising officer.



10. ATN Services – Compassionate Visit of the Next-Of-Kin (NOK)

Office or Division:	OUMWA-Assistance-to-National Division			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	<ul style="list-style-type: none"> ● Distressed overseas Filipinos ● Next-of-Kin of distressed overseas Filipinos or their authorized representative ● Former overseas Filipinos 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ● Filled-out ATN Form: <ul style="list-style-type: none"> ○ The person requesting must be a family member of the OF in distressed; and ○ The case of the OF is meritorious for a compassionate visit (i.e., OF has medical condition, death of the OF, OF is sentenced with life imprisonment or death, and among others) 		<ul style="list-style-type: none"> ● OUMWA Reception Counter ● If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com 		
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist / Case Officer
2. Online / Phone / In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form.</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	Case Officer Supervisors Administrative Officer
With Visa Referral:				
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>1.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</p> <p>1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p> <p>1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>	None	20 Minutes	Receptionist/ Case Officer
2. Online / Phone / In-Person 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</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>2.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>2.6. The case officer shall provide his contact details to the client.</p>			
3. Visa endorsement	<p>3.1. Visa referral depends upon the country of destination. Case officers may:</p> <ul style="list-style-type: none"> ○ Issue a Certification stating the case of the OF and the reason for the compassionate visit; ○ Send a letter to the respective foreign Embassy requesting consideration for the approval of the Visa application; and/or <p>3.2. Endorse the case to the DFA Geographic Office requesting to make representation with the foreign Embassy for the approval of the Visa.</p>	None	<p>30 minutes for the Certification</p> <p>For letter and memo:</p> <p>For urgent cases, within the day</p> <p>For non-urgent cases, within three days</p>	<p>Case Officer</p> <p>Supervisors</p> <p>Administrative Officer</p>
4. Passport endorsement	<p>4.1. The case officer shall draft an endorsement memo to OCA-Passport Division to accommodate the NOK in the Passport Courtesy Lane.</p> <p>4.2. 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 ATN Funding for Roundtrip Airfare Ticket:				
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>1.1. The client shall register his personal information in the ATN 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>	None	20 Minutes	<p>Receptionist/ Case Officer</p>



	1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.			
2. Online/Phone/In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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. 2.6. The case officer shall provide his contact details to the client.	None	10-30 minutes, or more, depending on the nature of the case	Case Officer
3. Request for funding	3.1. If endorsed by FSP, process ATN fund request. 3.2. If requested only by the client, the case officer shall draft a memo to the Secretary for the approval of the request.**	None	For urgent cases, within the day For non-urgent cases, within three days	Case Officer Supervisors
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
5. Closing of cases	5.1. Case officer shall jot the completion of the case in their accomplishment report.***	None	Immediately upon completion of the case	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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***Case officers are required to submit weekly report to their supervising officer.



11. ATN Services – 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; • Proof of kinship • Other requirements FSPs may require (i.e., SPA, affidavit, application forms, letter requests) 		<ul style="list-style-type: none"> • OUMWA Reception Counter • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com • PSA (NSO) 		
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN 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 submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form.</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	<p>5.1. 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
6. Closing of cases	6.1. Case officer shall jot the completion of the case in their accomplishment report.****	None	Immediately upon completion of the case	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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****Case officers are required to submit weekly report to their supervising officer.



12.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		
• Official Communication from FSP		• FSP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN Client Monitoring Sheet. 1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>2.6. The case officer shall provide his contact details to the client.</p>			
3. Case transmittal	3.1. The case officer shall draft an official communication referring the case to other concerned government agencies.	None	<p>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. Closing of cases	5.1. Case officer shall jot the completion of the case in their accomplishment report.***	None	Immediately upon completion of the case	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.

***Case officers are required to submit weekly report to their supervising officer.



13. 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 • 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 ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN 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 submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>information obtained from other concerned parties.</p> <p>2.5. The case officer shall ask the client to accomplish the Client Feedback Form.</p> <p>2.6. The case officer shall provide his contact details to the client.</p>			
3. Case transmittal	3.1. The case officer shall draft an official communication referring the case to other concerned government agencies.	None	<p>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	<p>5.1. 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
6. Closing of cases	6.1. Case officer shall jot the completion of the case in their accomplishment report.****	None	Immediately upon completion of the case	Case Officer

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



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

Office or Division:	OUMWA-Assistance-to-National Division			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	<ul style="list-style-type: none"> • Distressed overseas Filipinos • Next-of-Kin of distressed overseas Filipinos or their authorized representative • Former overseas Filipinos 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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); • Death Certificate • POEA Balik Manggagawa Information Sheet • OWWA Membership Verification Sheet • Other requirements FSPs may require (i.e., SPA, affidavit, application forms, letter requests) 		<ul style="list-style-type: none"> • OUMWA Reception Counter • If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com • PSA (NSO) • POEA • OWWA 		
If OFW is Single:				
<ul style="list-style-type: none"> • Birth Certificate of OFW • CENOMAR of the deceased OFW • Marriage Contract of parents • Death Certificate of deceased parents • Two (2) valid IDs of each parent • 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) • POEA • PSA (NSO) • PSA (NSO) • Government Issued • PSA (NSO) 		
If OFW is Married:				
<ul style="list-style-type: none"> • Certificate of Advisory of Marriage • Marriage Certificate • Birth Certificate of all children (legitimate and illegitimate) • Marriage Contract for female children • Two (2) valid IDs of wife; • Two (2) valid IDs of all children 		<ul style="list-style-type: none"> • PSA (NSO) • PSA (NSO) • PSA (NSO) • PSA (NSO) • Government Issued • Government Issued 		
If requesting for bank transfer of benefits:				
<ul style="list-style-type: none"> • Photocopy with signature of Bank Passbook • Documents containing readable account number, bank branch, account name and signature of claimant • Duly Notarized Sworn Affidavit of Undertaking executed by all adult heirs 		<ul style="list-style-type: none"> • ATN Client • ATN Client • ATN Client 		
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. 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)	1.1. The client shall register his personal information in the ATN-Client Monitoring Sheet. 1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall	None	20 Minutes	Receptionist/ Case Officer



	<p>provide the client a follow-up slip and a Client Feedback Form.</p> <p>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</p>			
2. Online / Phone / In-Person 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 online or in-person</p> <p>2.6. The case officer shall provide his contact details to the client.</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer
3. Case transmittal	<p>3.1. The case officer shall draft an official communication referring the case to other concerned government agencies.</p>	None	<p>For urgent cases, communications shall be drafted within the day</p> <p>For non-urgent cases, communications shall be drafted within three working days</p>	<p>Case Officer</p> <p>Supervisors</p> <p>Communications Officer</p>



4. Providing updates to clients (Online / Phone / In-Person)	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 immediately upon receipt of the update For non-urgent cases, NOK or other interested parties shall be informed within three working days	Case Officer
5. For bank transfer	5.1. The case officer shall submit all documentary requirements to the Supervisor and to the Undersecretary for approval and signature. 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. 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.	None	Endorsement to the bank – within a week Bank transfer: For bank accounts in Metro Manila – within 7 to 10 working days For rural bank accounts in the provinces – within a month Pick-Up through Personal Appearance - same day release from the Bank	Case Officer
6. Closing of cases	6.1. Case officer shall jot the completion of the case in their accomplishment report.***	None	Immediately upon completion of the case	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.

***Case officers are required to submit weekly report to their supervising officer.



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 • Official request of FSPs 		<ul style="list-style-type: none"> • FSP • FSP 		
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. 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 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
2. Online/Phone/In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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.	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.</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	<p>5.1. 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
6. Closing of cases	6.1. Case officer shall jot the completion of the case in their accomplishment report.****	None	Immediately upon completion of the case	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.

****Case officers are required to submit weekly report to their supervising officer.



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 • 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 ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	1.1. The client shall register his personal information in the ATN Client Monitoring Sheet 1.2. For new clients OUMWA shall provide the client an ATN Form and a Client Feedback Form. 1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. 1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	2.1. The case officer shall provide general assessment of the particular case. 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	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	<p>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.</p> <p>2.6. The case officer shall provide his contact details to the client.</p>			
3. Case transmittal	<p>3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.</p>	None	<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. 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	<p>Case Officer</p> <p>Supervisors</p> <p>UMWA</p>
5. Providing updates to clients	<p>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.</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
6. Continuous Monitoring	<p>6.1. The case officer shall continuously monitor the case and shall do necessary action, as needed.</p> <p>6.2. Case officers use their respective monitoring tools (i.e. <i>OUMWA Internal Records Information Center</i> or</p>	None	Continuous monitoring until the case is closed	Case Officer



	<i>ATN Shared Information Administration)***</i>			
7. Closing of cases	7.1. Case officer shall jot the completion of the case in their accomplishment report. ****	None	Immediately upon completion of the case	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.*

*****Case officers are required to submit weekly report to their supervising officer.*



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.

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 call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	OUMWA Reception Area If through phone call, via Telephone Number: (02) 8834-4996 Fax Number: 8551-0847 If through Email, via: oumwa@dfa.gov.ph or oumwa.database@gmail.com	a. The client shall register his personal information in the ATN Client Monitoring Sheet. b. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form. c. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form. d. Upon submission of the Forms, the client shall be referred to the proper case officer.	Receptionist/ Case Officer	None	OUMWA Client Monitoring Sheet ATN Form Follow-up Slip Client Feedback Form	20 minutes
2.	Online/ Phone/ In-Person Interview	OUMWA Interview Area If through phone call, via Telephone Number: (02) 8834-4996 Fax Number: 8551-0847 If through Email, by submission of accomplished interview form via: oumwa@dfa.gov.ph or oumwa.database@gmail.com	a. The case officer shall provide general assessment of the particular case. b. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request. c. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance. d. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information	Case Officer	None	ATN Form Follow-up Slip Client Feedback Form	10-30 minutes, or more, depending on the nature of the case



			<p>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.	Case Officer Supervisors Communications Officer	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	The case officer shall continuously monitor the case and shall do necessary action, as needed.	Case Officer	None	None	Continuous monitoring until the case is closed



			Case officers use their respective monitoring tools (i.e. OUMWA Internal Records Information Center or ATN Shared Information Administration)***				
6	Closing of Cases	DFA OUMWA, 3 rd floor	Case officer shall jot the completion of the case in their accomplishment report****	Case Officer	None	None	Immediately upon completion of the case

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.

****Case officers are required to submit weekly report to their supervising officer.

FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback?	Accomplish ATN Client Feedback Form (DFA-UMWA-A-40), then drop it at the designated drop box placed in the reception area of the ATN Division or email it online through oumwa@dfa.gov.ph . Clients can also call OUMWA's landline number 8834-4996 to provide feedbacks. Contact Info.: 8834-4996 Email Add.: oumwa@dfa.gov.ph
How feedback is processed?	Every month, two designated personnel opens and compiles all returned Client Feedback Forms. The same personnel shall encode and tabulate all accomplished forms. Report, findings, and statistics are submitted to the Undersecretary of Migrant Workers' Affairs. The same is conveyed to Office of the Undersecretary for Civilian Security and Consular Concerns (OUCSCC) as the oversight office for external clients of DFA.
How to file a complaint?	Complaint may be stated in the Client Feedback Form or raised during the online/phone/ in-person interview. Complaint may also be made through external agencies, such as Anti-Red Tape Authority (ARTA), Presidential Complaint Center (PCC), and 8888 Contact Center ng Bayan (CCB). For similar concerns: Contact Info.: 8834-4996 Email Add.: oumwa@dfa.gov.ph
How complaints are processed?	Complaints are received either through Client Feedback Form or from external government agencies. Upon receipt, it is reported to the supervising officer for evaluation and appropriate action. Response through official letter shall be drafted by the case officer in order to address complaint. 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)



OFFICE OF PUBLIC AND CULTURAL DIPLOMACY (OPCD)

External Services



1. 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
1. Requesting Party sends a letter of request to interview the Secretary of Foreign Affairs, other DFA Officials, or the President.	<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>	None	1 Working Day	<i>Strategic Communications Division Director or other Division 2 personnel, as assigned by the Director</i>



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	



2. 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
1. Requesting party sends a media query to the DFA Press Corps Whatsapp group	<p>1.1 OPCD acknowledges and responds to the query</p> <p>1.2. For requests for DFA's statement and/ comments on a complex issue:</p> <p>i. OPCD coordinates with and sends Memo to the concerned geographic office or other Home Office Units for media lines/ statements</p> <p>ii. OPCD clears proposed media lines/ statement with the Office of the Secretary</p> <p>iii. OPCD provides response to the concerned media outfit and or issues an official statement through its Website or the Official Social Media Accounts</p>	None	<p>1 day</p> <p>5 working days</p>	<p><i>Assistant Secretary or Head of Office OPCD</i></p> <p><i>Media and Public Affairs Division Director or other Division 1 Officer, as assigned by the Director</i></p> <p><i>Media and Public Affairs Division Director or other Division 1 Officer, as assigned by the Director</i></p> <p><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></p>
	TOTAL	0	6 days	



3. 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	<p>1.2 OPCD replies to queries or concerns through official DFA social media accounts;</p> <p>1.2. For special ATN concerns needing intervention of FSPs or OUMWA:</p> <p>i. OPCD requests for specific details such as name of the OFW requesting assistance; If not the requesting party, relation to OFW seeking assistance; address of the requesting party; contact number of the requesting party; agency in the Philippines, if any, 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>	None	3 days	<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 Division 1 officers, as assigned by the Director</i></p>
	TOTAL	0	2 days	



4. Responding to Social Media Feedback: Consular Services

Office or Division:	Media and Public Affairs Division (Division 1)			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting party logs in 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>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>	None	3 days	<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 Division 1 officers, as assigned by the Director</i></p>
TOTAL		0	3 days	



5. 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	



6. 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
<p>1. Requests for information may be submitted by a requesting party in the Home Office, FSPs, and COs.</p> <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</p>	<p>1. The request shall be stamped received, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party;</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</p>	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 such office for immediate onward transmittal to the FRO in the Home Office.



request, and a copy of a duly recognized government ID with photo and signature of the requesting party.	submitted, shall reduce it in writing.			
	2. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number in the FOI Internal Registry.			<i>FOI Receiving Officer (FOI). Division 2</i>
	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			<i>FOI Receiving Officer (FOI). Division 2</i>
	4. OPCD follows the DFA FOI Manual in handling the FOI Request.			<i>FOI Receiving Officer (FOI). Division 2</i>
	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	ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-861-6565



Office of Consular Affairs (ASEANA)

EXTERNAL SERVICES



1. Authentication Services – 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:	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 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		
<ul style="list-style-type: none"> Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i>	National Bureau of Investigation	
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 	Philippine Statistics Authority	
<ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i>	Local Civil Registrar's Office	
3. School documents		
a. Elementary and High School Level (Form 137 and/or Diploma)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Elementary/High School	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from DepEd Regional Office 	Department of Education 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 	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)		
<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 	Commission on Higher Education Regional 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 	Professional Regulation Commission			
5. Medical Certificate/s				
a. For employment				
<ul style="list-style-type: none"> • DOH stamp per document 	Department of Health			
b. For other purposes				
<ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate 	Department of Health			
6. CAAP document/s				
<ul style="list-style-type: none"> • Certified by CAAP 	Civil Aviation Authority of the Philippines			
7. Driver's License				
<ul style="list-style-type: none"> • Certification 	Land Transportation Office			
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 	Regional Trial Court where the case was filed			
11. Immigration Record/s				
<ul style="list-style-type: none"> • Certified by BI 	Bureau of Immigration			
12. DSWD Clearance				
<ul style="list-style-type: none"> • Original document issued by DSWD 	Department of Social Welfare and Development			
13. Police Clearance/Sundry				
<ul style="list-style-type: none"> • 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.)				
<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	Philippine Embassy or Consulate			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Scheduling of Appointment				
1. Fill out the online appointment form at http://dfa.gov.ph/apostille-appointment to request an	1. Online Appointment System sends		2 minutes	



Appointment for Authentication / Apostille.	out confirmation to applicant's email address			
Filing of documents for Authentication / Apostille				
1. Get application form at Authentication Information. Fill out application form.			2 minutes	
2. Present printed appointment confirmation and application form at Window 14, and wait for turn to be called at the Processing Section.	1. Verify appointment presented by applicant.		1 hour	<i>Appointment Verifier</i> OCA – Authentication Division
3. 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. 4.1 Print and issue Authentication Slip with the date and time of release.		30 minutes	<i>Processor</i> OCA – Authentication Division
4. 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	30 minutes	<i>Cashier</i> OCA – Authentication Division
	6. Authenticate the signature on the document. If for verification, confirm with issuing agency. 6.1 Encode and issue Apostille /		20 working days* (for special cases needing further verification by issuing PH agency outside the DFA) 4 hours	<i>Verification Assistant</i> OCA – Authentication Division



	Authentication Certificate			Backend Personnel OCA – Authentication Division
Releasing of Authenticated documents				
1. Drop the official receipt (OR) at Door 19 dropbox. 2.1 Wait for name to be called at the Releasing area.	1. Collect OR and locate the authenticated/ Apostille document/s. 2.1 Call applicant/ representative through the Public Address (PA) system and give instructions on requirements to be presented.		30 minutes	Releasing Personnel OCA – Authentication Division
2. Present government issued ID and other applicable requirements for a representative (authorization letter) to claim the authenticated / Apostille document/s at the appropriate releasing window. 3.1 Check accuracy and completeness of authenticated document/s received.	2. Show the authenticated / Apostille document/s for review and ask for signature on the releasing portion of the Authentication Application Form. 2.1 Check presented original government issued ID and requirements.		5 minutes	Releasing Personnel OCA – Authentication Division
3. Claim the authenticated / Apostille documents and sign the form. 4.1 Complete the Client Feedback Survey.	4. Release authenticated/ Apostille document/s.		5 minutes	Releasing Personnel OCA – Authentication Division
TOTAL:		Regular: PHP100 per document	Regular: 5 Working Days 20 Working Days*	



		Expedite: PHP200 per document	(for special cases needing further verification by issuing PH agency outside the DFA) Expedite: 2 Working Day	
Releasing of Pending and Correction documents				
2. Proceed to the Pending and Correction window and submit document/s for evaluation. 2.1 Wait for name to be called at the Pending and Correction area.	2.0 Interview applicant/ representative and review the document/s presented for correction or compliance. 2.1 Call applicant/ representative through the Public Address (PA) system and give instructions on requirements to be presented.		2 hours	<i>Pending and Correction Assistant</i> 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. 3.1 Check accuracy and completeness of authenticated / Apostille document/s received.	3. Show the authenticated / Apostille document/s with corrections for review and ask for signature on the releasing portion of the Authentication Application Form. 3.1 Check presented original government issued ID and requirements.		5 minutes	<i>Releasing Personnel</i> OCA – Authentication Division
4. Claim the authenticated / Apostille documents and sign the form. 4.1 Complete the Client Feedback Survey.	4. Release authenticated/ Apostille document/s.		5 minutes	<i>Releasing Personnel</i> OCA – Authentication Division
TOTAL:			2 hours and 15 minutes	

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





2. Authentication Services – 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:		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		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		
Other requirement Original or photocopy of document to be verified		Philippine Foreign Service Post or Foreign Mission in the Philippines		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of documents for Authentication / Apostille				
1. Get application form at Authentication Information. Fill out application form and wait for turn to be called at the Processing area.			1 hour	
2. 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. 5.1 Print and issue Authentication Slip with the date and time of release.		30 minutes	Processor 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	<i>Cashier</i> OCA – Authentication Division
	7. Authenticate the signature on the document. If for verification, confirm with issuing agency. 7.1 Upon confirmation, issue Certification		20 working days* (for special cases needing further verification by issuing PH agency outside the DFA)	<i>Verification Assistant</i> OCA – Authentication Division
Releasing of Certifications				
1. 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. 2.1 Check accuracy and completeness of Certification received.	2. Collect OR, check ID presented and locate the applicant's document/s. 2.1 Let applicant sign the releasing portion of the Authentication Application Form.		30 minutes	<i>Pending and Correction Assistant</i> OCA – Authentication Division
2. Claim the Certification and sign the form. 2.1 Complete the Client Feedback Survey.	3. Release Certification.		5 minutes	<i>Pending and Correction Assistant</i> OCA – Authentication Division
TOTAL:		Regular: PHP100 per document	Regular: 5 Working Days 20 Working Days* (for special cases needing further verification by	



			issuing PH agency outside the DFA)	
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Certification needs Verification requiring multi-stage processing



Civil Registration Services – 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.

3. Civil Registration Services – Report of Birth

Office or Division:	Consular Records Division
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
A.1 In case the party seeking registration the child born less than one (1) year old	
A.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (https://dfa-oca.ph/) Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
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	Client



<p>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)</p>	
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	
<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 (https://dfa-oca.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
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
Note: For applicants born in Indonesia	The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate.
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
<p>a.2.5. First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel document -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>Client</p> <p>Client</p>



- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
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 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	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	Downloadable from the Office of Consular Affairs Website (https://dfa-oca.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
Note: For applicants born in Indonesia	The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate.
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child	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
<p>B.1.9. Five (5) recent passport size photos of the child</p>	
<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>	2 nd floor 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 (https://dfa-oca.ph/)</p> <p>Notary Public</p>
<p>B.1.3. Birth Certificate</p>	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</p>	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate



Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico	
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
Note: For applicants born in Indonesia	The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate.
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - 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	Bureau of Immigration/ Foreign Service Post



parent's req-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	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 (https://dfa-oca.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
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	Bureau of Immigration/ Foreign Service Post



the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
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 (https://dfa-oca.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
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	Bureau of Immigration/ Foreign Service Post



Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso	2 ND floor Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
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 (https://dfa-oca.ph/) Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client 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	Client



submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (https://dfa-oca.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 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>	
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 (https://dfa-oca.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 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	Any notary public/ Local Civil Registrar/ Foreign Service Post



- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	
E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (https://dfa-oca.ph/) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseidoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> - Photocopy of the passport datapage/ travel document - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> - Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate	Bureau of Immigration/ Foreign Service Post



of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	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 (https://dfa-oca.ph/) Notary Public
F.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
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 cop of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) - Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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>	2 nd floor/ Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pre-evaluation and setting of appointment				
1. Scan the notarized duly-accomplished Report of Birth form as well as requirements and send via email to oca.crd@dfa.gov.ph.	Initial assessment and verification via email communication	None	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 confirmed email appointment and submit the duly notarized Report of Birth forms and documentary requirements to CRD Window 11.	Receive the Report of Birth forms	None	1 minute	Civil Registry Processor– Window 11
	2. Processor to verify the received requirements	None	10 minutes	Civil Registry Processor– Window 11
3. Pay the required consular fees at the 2 nd floor Cashier	Accept the payment based on the required consular fee/s. Give the validated official receipt to the applicant.	USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo ** Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	10 minutes	Cashier (Office of Fiscal Management Services)
Submit to CRD Window 11 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	None	10 minutes	Civil Registry Processor– Window 11



	between 2 to 4 months depending on logistics 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 to process at Consular Office	



4. Civil Registration Services – 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 (https://dfa-oca.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 (https://dfa-oca.ph/) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage	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	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	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (https://dfa-oca.ph/) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
Note: For marriages solemnized in Indonesia	The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the marriage certificate.
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	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	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (https://dfa-oca.ph/) Notary Public



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.
C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	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	
D.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (https://dfa-oca.ph/) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage	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)	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 (https://dfa-oca.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	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 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 (https://dfa-oca.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 (https://dfa-oca.ph/) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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	Downloadable from the Office of Consular Affairs Website (https://dfa-oca.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 	
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Philippine Statistics Authority
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Foreign Service Post
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Client
F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Philippine Statistics Authority
*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
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 (https://dfa-oca.ph/)</p> <p>Notary Public</p>
<p>F.1.2. Advisory on Marriages from PSA</p>	<p>Philippine Statistics Authority</p>
<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) 	<p>Issuing Authority where the marriage took place</p>
<p>F.1.4 Birth Certificate of Filipino spouse from the PSA</p>	<p>Philippine Statistics Authority</p>
<p>F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)</p>	<p>Foreign Service Post</p>
<p>F.1.6 Five (5) recent passport size photos of both parties</p>	<p>Client</p>
<p>F.1.7 Negative Certification of Marriage Record from the PSA</p>	<p>Philippine Statistics Authority</p>
<p>F.1.8 Notarized Affidavit of Delayed Registration</p>	<p>Any notary public</p>
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	<p>Any notary public</p>
<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>	<p>2nd floor Cashier</p>
<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 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;</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 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.			
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. Present the confirmed email appointment and Submit the duly notarized Report of Marriage forms and documentary requirements to CRD Window 11.	Receive the Report of Marriage forms	None	1 minute	Civil Registry Processor – Window 1
	3. Processor to verify the received documentary requirements	None	10 minutes	Civil Registry Processor- Window 1
4. Pay the required consular fees at the 2 nd floor Cashier	Accept the payment based on the required consular fee/s. Give the validated official receipt to the applicant.	USD25 (To be paid in Philippine Peso) *Additional USD 25 translati	10 minutes	Cashier (Office of Fiscal Management Services)



		<p>on 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>4. Submit to CRD Window 11</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</p>	None	10 minutes	Civil Registry Processor-Window 1



	take between 2 to 4 months depending on logistics 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	



5. Civil Registration Services – 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 (https://dfa-oca.ph/) Notary Public
2. Five (5) photocopies of the following: 2.1 Death Certificate	Foreign Authority
2.2 Certificate of Sealing of Casket	Philippine Foreign Service Post
3. Autopsy/Embalming Report	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.	1.1 Initial assessment and verification via email communication	None	2 days	Civil Registration Unit
2. If emailed documents passed the initial verification and are in order	2.1 CRU will send appointment link for applicant to set an appointment to be confirmed by CRU via email * For incomplete requirements, the applicant will need to submit via email the missing/ additional documents required. CRU will send appointment link under when documents are in order			Applicant Civil Registration Unit
On the date and time of appointment:				
3. Present the confirmed email appointment and submit the duly notarized Report of Death forms and documentary requirements to CRD Window 11.	3.1 Receive the Report of Marriage forms	None	1 minute	Civil Registry Processor – Window 11
	3.2 Processor to verify the received documentary requirements	None	10 minutes	Civil Registry Processor-Window 11
4. Pay the required consular fees at the 2 nd floor Cashier	4.1 Accept the payment based on the required consular fee/s.	USD2 5 (To	10 minutes	Cashier (Office of Fiscal



	Give the validated official receipt to the applicant.	be paid in Philippine Peso)		Management Services)
<p>5. Submit to CRD Window 11:</p> <ul style="list-style-type: none"> • Five (5) Photocopies of official receipt • Five (5) photocopies of Civil Registry Request form • (Applicant to keep the original copy of receipt) 	<p>5.1 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.</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>	None	10 minutes	Civil Registry Processor-Window 11
TOTAL		25 USD	2 days pre-evaluation 36 minutes processing time at Consular Office	



6. Civil Registration Services – Certificate of Filing

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

Office or Division:	Consular Records Division
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens born abroad Filipino Citizens married abroad Filipino Citizens died abroad
REQUIREMENT	WHERE TO GET
Civil Registry Request Form	CRD Window 111(Ground floor)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
1. 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
2. On date of appointment, present email confirmation of appointment and fill out the Civil Registry Request Form.	Receive accomplished Civil Registry Request Form	None	5 minutes	CRD Assistant
3. 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)
4. Return to CRD and present validated receipt	Receive duplicate copy of receipt	None	2 minutes	Civil Registry Processor-Window 11
5. 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)	Civil Registry Processor-Window 11
TOTAL		PHP 100	12 Minutes Issuance within 3 working days	



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 table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

7. Passport Services – Regular Passport Services – 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.

*please refer to this [page](#) for the Process for First Time Applicants

Office or Division:	Passport Division
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Filipino Citizens
CORE REQUIREMENTS FOR ADULTS	
<i>Timelines indicated in the procedures outlined in this section assume that all documentary requirements from the client are valid, complete, and in order. Any discrepancies in documentary requirements will result in a longer processing time.</i>	
List of Requirements	Where to Secure
Printed Application Form with E-Receipt	passport.gov.ph
Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate (BC) or Report of Birth (ROB) on Security Paper	Philippine Statistics Authority (PSA) Local Civil Registry (LCR) Philippine Embassy or Philippine Consulate General



<ul style="list-style-type: none"> Local Civil Registrar Copy is required if PSA Birth Certificate is not clear or cannot be read 	
<p>Acceptable Valid Government ID (1 original, 1 photocopy)</p> <ul style="list-style-type: none"> Philippine Identification (PhilID) / ePhilID Social Security System (SSS) Card Government Service Insurance System (GSIS) Card Unified Multi-Purpose Identification (UMID) Card Land Transportation Office (LTO) Driver's License (Driver's License cards expiring on 24 April until 31 October 2023 and said expired cards perforated during the renewal process are accepted together with the temporary license in paper format). Professional Regulatory Commission (PRC) ID Overseas Workers Welfare Administration (OWWA) E-Card Commission on Elections (COMELEC) Voter's ID or Voter's Certificate issued from COMELEC main office in Intramuros, Manila Philippine National Police (PNP) Permit to Carry Firearms Outside Residence Senior Citizen ID Airman License (issued August 2016 onwards) Philippine Postal ID (issued November 2016 onwards) Seafarer's Record Book (SRB) or Seafarers Identity Document (SID) (*must be issued Feb 2020 onwards) issued by the Valid or Latest Passport (For Renewal of Passport) School ID (if applicable) For minor applicants - (if school ID is not applicable) Certificate of Enrolment with photo of minor and dry seal of school For adult applicants - School ID and Certificate of Registration <p>Note:</p> <ul style="list-style-type: none"> For applicants based overseas, they may use their host government issued IDs showing their Philippine citizenship. (Example: 	<ul style="list-style-type: none"> Philippine Identification System (PhilSys) 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) Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office Civil Aviation Authority of the Philippines (CAAP) PhilPost Maritime Industry Authority (MARINA) Department of Foreign Affairs (DFA) School/s Philippine Statistics Authority (PSA) <p>Note:</p> <ul style="list-style-type: none"> For applicants based overseas, they may use their host government issued IDs showing their Philippine citizenship. (Example: Residence Card)



<p>Residence Card)</p> <ul style="list-style-type: none"> ● All IDs presented should be readable, untampered and contain consistent information with the documents presented upon application. ● Original and photocopy of IDs and supporting documents are required to be presented upon application. ● Important Reminder: The Department may require additional supporting documents as may be necessary. 	<ul style="list-style-type: none"> ● All IDs presented should be readable, untampered and contain consistent information with the documents presented upon application. ● Original and photocopy of IDs and supporting documents are required to be presented upon application. ● Important Reminder: The Department may require additional supporting documents as may be necessary. <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
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ADDITIONAL REQUIREMENTS

**Additional requirements stated below may be required from certain applicants depending on their case.*

<p>For married women using spouse's name:</p> <ul style="list-style-type: none"> ● Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Marriage Certificate (MC) or Report on Marriage (ROM) on Security Paper - For Married Females (who are using their spouse's last name) <ul style="list-style-type: none"> ○ Local Civil Registrar Copy is required if PSA Marriage Certificate is not clear or cannot be read. <p>NOTE: If a woman opts to retain maiden name, a Marriage Certificate is not required.</p>	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Philippine Consulate General</p>
<p>If an applicant's marriage has been dissolved, with finality, or the spouse is already deceased, and wishes to revert to her maiden surname</p> <ul style="list-style-type: none"> ● Applicant must submit original and photocopy of PSA Birth Certificate or Report of Birth and acceptable valid IDs. ● Applicant must submit original and photocopy of the annotated PSA Marriage Certificate (MC) or Report of Marriage (ROM) stating that the marriage has been dissolved; OR ● Alternatively, if annotated PSA MC or ROM is not yet available, applicants must submit a Certified True Copy (CTC) of the Court Order dissolving the marriage and a Certificate of Finality from the court. 	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Philippine Consulate General</p>



<ul style="list-style-type: none"> ● PSA Death Certificate of the deceased husband. ● Authenticated Death Certificate, translated in English (if applicable), for a foreigner husband who died abroad. 	
<p>For dual citizens (RA9225):</p> <p>Dual Citizenship documents:</p> <ul style="list-style-type: none"> ● Government Issued IDs (Refer to the list of valid Philippine Government Issued IDs or their secondary citizenship/residence counterparts) <ul style="list-style-type: none"> a. If the applicant possesses dual citizenship from birth (i.e. one parent is a Filipino while the other parent is a citizen from which the applicant's other citizenship is derived; or, have both Filipino parents but was born in a country which applies jus soli citizenship; etc.) <ul style="list-style-type: none"> - Original and photocopy of PSA-authenticated Birth Certificate/Report of Birth b. If the Filipino citizenship was reacquired or retained as specified in RA 9225: <ul style="list-style-type: none"> - Original and photocopy of identification certificate issued by a Philippine Foreign Service Post (FSP) or by the Bureau of Immigration (BI) 	<p>Bureau of Immigration (BI)</p> <p>Philippine Embassy or Philippine Consulate General</p>
<p>For naturalized Filipino citizens:</p> <p>Original and photocopy of Identification Certificate of Naturalization from BI</p>	<p>Bureau of Immigration (BI)</p>



<p>For applicants who obtained Filipino citizenship by Election:</p> <ul style="list-style-type: none"> • Original and photocopy of Affidavit of Election of Philippine Citizenship • Original and photocopy of Identification Certificate of Election from BI 	<p>Notary Public Bureau of Immigration (BI)</p>
<p>For applicants with Filipino Citizenship granted by Act of Legislation:</p> <ul style="list-style-type: none"> • Certified true copy of the law granting citizenship • Foreign Birth Certificate authenticated by Philippine Foreign Service Post (Philippine Embassy or Philippine Consulate General) 	<p>Congress Philippine Embassy or Philippine Consulate General</p>
<p>In case applicant used a Travel Document to travel back to the Philippines:</p> <ul style="list-style-type: none"> • Original Travel Document • Affidavit of Explanation on the issuance of Travel Document 	<p>Philippine Embassy or Philippine Consulate General Notary Public</p>
<p>In case applicant lost the Travel Document used to travel back to the Philippines:</p> <ul style="list-style-type: none"> • Original Travel Records from Bureau of Immigration • Affidavit of Explanation on the issuance of Travel Document (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application) 	<p>Bureau of Immigration (BI) Notary Public</p>
<p>If PSA Birth Certificate / Report of Birth has lacking data:</p> <ul style="list-style-type: none"> • Applicant must present original and submit photocopy of proof of filing of supplemental report from the Local Civil Registrar (LCR) 	<p>Local Civil Registry (LCR) Philippine Statistics Authority (PSA)</p>
<p>If PSA Birth Certificate / Report of Birth is discrepant:</p> <ul style="list-style-type: none"> • If the discrepant data is in the BC, the 	<p>Local Civil Registry (LCR) Philippine Statistics Authority (PSA)</p>



<p>applicant must submit an annotated birth certificate authenticated by PSA reflecting the corrected entry. If the discrepant data is in the other documents, the BC will be followed.</p> <ul style="list-style-type: none"> ● Discrepancy in first name - Applicant must submit the original and photocopy of the petition and supporting documents for correction of first name filed with Local Civil Registrar (LCR) or Philippine Embassy/Consulate ● Discrepancy in other data - Applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry 	<p>Philippine Embassy or Philippine Consulate General</p>
<p>If birth certificate or Report of Birth (ROB) is late registered:</p> <ul style="list-style-type: none"> ● If Birth Certificate was registered at least ten (10) years ago, application will be treated as a regular application, and no additional supporting documents will be required ● If Birth Certificate was registered less than ten (10) years ago, applicant must submit IDs that pre-date the late registration or current IDs with NBI Clearance <p>*For list of acceptable IDs please refer to the list on page.</p>	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General National Bureau of Investigation (NBI)</p> <p>For valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If applicant has NO Birth Certificate/Report of Birth</p>	



<ul style="list-style-type: none"> ● If applicant is born AFTER 1950 - applicant must first file for late registration with Local Civil Registrar (LCR) or Consular Office with jurisdiction over the place where applicant was born. Applicant will then submit the original copy of the PSA authenticated late registered Birth Certificate and IDs that pre-date the late registration or current IDs with NBI Clearance. ● If applicant is born ON OR BEFORE 1950 - applicant must submit original and photocopy of 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) 	<p>Philippine Statistics Authority (PSA) Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Philippine Identification System (PhilSys), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School</p>
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CORE REQUIREMENTS FOR MINORS

Timelines indicated in the procedures outlined in this section assume that all documentary requirements from the client are valid, complete, and in order. Any discrepancies in documentary requirements will result in a longer processing time.

<p>Confirmed Online Appointment - To schedule an online appointment, please visit: passport.gov.ph. To see if you are qualified to use the Courtesy Lane, please visit: https://dfa-oca.ph/courtesy-lane/courtesy-lane-eligibility/</p>	<p>passport.gov.ph</p> <p>DFA</p>
<p>Personal Appearance of minor applicant <u>and</u> either parent or authorized adult companion</p>	<p>Applicant</p>
<p>Accomplished Application Form</p>	<p>Generated online application form from passport.gov.ph</p>
<p>Philippine Statistics Authority (PSA) Birth Certificate</p> <ul style="list-style-type: none"> ● Local Civil Registrar Copy may be required if PSA Birth Certificate is not clear or cannot be read 	<p>Philippine Statistics Authority (PSA)</p> <p>Philippine Embassy or Consulate General</p>
<p>Philippine Statistics Authority (PSA) Issued -</p>	<p>Philippine Statistics Authority (PSA)</p>



<p>Marriage Certificate or Report of Marriage (ROB) is required if only one parent is accompanying the child</p> <ul style="list-style-type: none"> • If parents are unmarried, a Special Power of Attorney (SPA) executed by the Mother will be required if she is not accompanying the child • If the Special Power of Attorney (SPA) is executed abroad, it must be authenticated by the Philippine Embassy or Consulate or apostilled by the designated competent authority. <p>Note: Notarized SPA must include a copy of parent/s valid ID and/or passport attached.</p>	<p>Philippine Embassy or Consulate General</p> <p>Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>Passport or Valid Government issued ID of either parent or authorized adult companion <u>with one (1) photocopy</u></p>	<p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p>
<p>Current school ID or Certificate of Enrolment with photo of minor and dry seal of school (if School ID is not applicable) - (for minors 7 to 17 years old)</p>	<p>School</p>

ADDITIONAL REQUIREMENTS FOR MINORS

**Additional requirements stated below may be required from certain applicants depending on their case.*



<p>In case applicant is a newborn (less than 1-year-old) and has No PSA Birth Certificate/Report of Birth yet:</p> <ul style="list-style-type: none"> ● If born in the Philippines: Certified True Copy of Local Civil Registrar (LCR) Birth Certificate authenticated by PSA ● If born abroad: original copy of Report of Birth or first indorsement from Consular Records Division 	<p>Local Civil Registry (LCR)</p> <p>Philippine Statistics Authority (PSA)</p> <p>Philippine Embassy or Consulate General</p>
<p>In case applicant is not accompanied by the parent/s during the application process</p> <ul style="list-style-type: none"> ● Applicant must submit a Special Power of Attorney executed by the parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application) ● Special Power of Attorney (SPA) must have a copy of parent/s valid ID and/or passport attached 	<p>Notary Public</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case applicant is not traveling with parent/s:</p> <ul style="list-style-type: none"> ● Applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the parent/s. The Affidavit of Support and Consent must be Consularized by the Philippine Embassy/Consulate or or apostilled by the designated competent authority if executed abroad 	<p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p>



<ul style="list-style-type: none"> ● Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application) ● Affidavit of Support and Consent (ASC) must have a copy of parent/s valid ID and/or passport attached 	<p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case applicant is an illegitimate child in custody of the Mother:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> mother or authorized adult companion ● PSA Birth Certificate ● Passport or Valid Government issued ID of mother or authorized Adult Companion (click here for the List of Acceptable IDs for Passport Application) ● If applicant is not accompanied by mother during the application process, applicant must submit a Special Power of Attorney executed by the mother designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● If applicant is not traveling with Mother, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the mother. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by 	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics</p>



<p>the designated competent authority if executed abroad.</p>	<p>Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the applicant is an Illegitimate child and mother is deceased / absent and father is unknown:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> court-appointed legal guardian ● PSA Birth Certificate ● Valid Passport or valid government ID* of adult guardian (click here for the List of Acceptable IDs for Passport Application) ● DSWD Clearance ● Letter of Guardianship issued by Family Court ● <i>If applicant is not accompanied by the court-appointed legal guardian during the application process</i>, applicant must submit a Special Power of Attorney executed by the legal guardian designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If applicant is not traveling with court-appointed legal guardian</i>, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the legal guardian. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. <p>If the court-appointed legal guardian is not available, the following may accompany the minor child in the order indicated:</p>	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p> <p>Family Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>



<p>a. Surviving grandparent (submission of PSA Certificate of Death of Mother;</p> <p>b. Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);</p> <p>c. The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)</p>	
<p>If the applicant is an illegitimate child whose mother is deceased but acknowledged by the father:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> biological father ● PSA Certificate of Death or Report of Death of Mother ● PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate ● Passport or Valid Government issued ID of biological father and legal guardian (click here for the List of Acceptable IDs for Passport Application) ● <i>If the applicant is not accompanied by the father during the application process,</i> applicant must submit a Special Power of Attorney executed by the father designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If applicant is not traveling with father,</i> applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the father. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. <p>In the absence of father, the following may accompany the minor child in the order indicated:</p> <p>d. Surviving grandparent (submission of PSA</p>	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p> <p>Family Court</p> <p>Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>



<p>Certificate of Death of Mother;</p> <p>e. Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);</p> <p>f. The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)</p>	
<p>If the minor applicant is undergoing the process of domestic adoption:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> authorized DSWD Social Worker ● PSA Birth Certificate/PSA Certificate of Foundling ● Valid passport or valid government issued ID of authorized DSWD Social Worker (click here for the List of Acceptable IDs for Passport Application) ● Certificate of Child Available for Adoption/Deed of Voluntary Commitment ● DSWD clearance ● <i>If applicant is not accompanied by an authorized DSWD Social Worker during the application process</i>, applicant must submit a Special Power of Attorney executed by the authorized DSWD Regional Office designating the minor's companion to assist in the application process. 	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant has undergone the process of domestic adoption</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> adoptive parent/s ● Amended PSA Birth Certificate (indicating the child's adoptive name and name of adoptive parents) ● Passport or Valid Government issued ID of adoptive parent/s or authorized adult 	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p>



<p>companion (click here for the List of Acceptable IDs for Passport Application).</p> <ul style="list-style-type: none"> ● Court Decree of Adoption ● If the applicant is not accompanied by the adoptive parent/s during the application process, applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● If the applicant is not traveling with the adoptive parent/s, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad 	<p>Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant is undergoing the process of foreign adoption / Inter Country Adoption Board (ICAB) adoption process:</p> <ul style="list-style-type: none"> ● PSA Birth Certificate/PSA Certificate of Foundling ● Endorsement from ICAB ● Certificate of Child Available for Adoption/Deed of Voluntary Commitment ● Placement Authority issued by ICAB ● Certificate for Issuance of Passport issued by ICAB ● Clearance for Inter-Country Adoption ● Child Study Report ● DSWD clearance 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Relevant Court</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant has undergone the process of foreign adoption / Inter Country Adoption Board (ICAB) adoption process</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> adoptive parent/s 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General</p>



<ul style="list-style-type: none"> ● Amended PSA Birth Certificate (indicating the child's adoptive name and name of adoptive parents) ● Passport or Valid Government issued ID of adoptive parent/s or authorized adult companion (click here for the List of Acceptable IDs for Passport Application). If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable ● Proof of ICAB adoption process <ul style="list-style-type: none"> a. Court Decree of Adoption (in English translation); and b. Previously issued ICAB documents ● <i>If the applicant is not accompanied by the adoptive parent/s during the application process</i>, applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If the applicant is not traveling with the adoptive parent/s</i>, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p> <p>Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the applicant is a minor foundling and NOT for adoption</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant and adult guardian ● PSA Certificate of Foundling ● Passport or Valid Government issued ID* of <i>court-appointed legal guardian</i> (click here for the List of Acceptable IDs for Passport Application) 	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p>



<ul style="list-style-type: none"> ● Letter of Guardianship issued by Family Court ● <i>If the applicant is not accompanied by the court-appointed legal guardian during the application process</i>, applicant must submit a Special Power of Attorney executed by the legal guardian designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If the applicant is not traveling with the court-appointed legal guardian</i>, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the legal guardian. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p>Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
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8. Passport Services – Regular Passport Services – 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
CORE REQUIREMENTS FOR ADULTS	
<i>Timelines indicated in the procedures outlined in this section assume that all documentary requirements from the client are valid, complete, and in order. Any discrepancies in documentary requirements will result in a longer processing time.</i>	
List of Requirements	Where to Get
Confirmed Online Appointment	passport.gov.ph
Accomplished Application Form	passport.gov.ph
Personal Appearance	Applicant
Current ePassport with photocopy of data page	Department of Foreign Affairs (DFA)
Original PSA authenticated documents that will support the change of name. <ul style="list-style-type: none"> ● Marriage Contract ● Annotated Birth Certificate ● Annotated Marriage Contract to show annulment/divorce/court ordered instruction ● Death Certificate of Spouse <p>NOTE: If woman opts to retain maiden name, a Marriage Contract is not required.</p>	Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General Relevant Court
Any of the following acceptable IDs with one (1) photocopy (click here for the List of Acceptable IDs for Passport Processing)	For Valid IDs: Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office



	<p>(LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case applicant is a Dual Citizen:</p> <p>a. If the applicant possesses dual citizenship from birth (i.e. one parent is a Filipino while the other parent is a citizen from which the applicant's other citizenship is derived; or, have both Filipino parents but was born in a country which applies jus soli citizenship; etc.)</p> <ul style="list-style-type: none"> ● Shall be treated as a regular passport renewal, unless the applicant is in the watchlist database, applies for a change of name, etc. <p>b. If the Filipino citizenship was reacquired or retained citizenship as specified in RA 9225:</p> <ul style="list-style-type: none"> ● Original and photocopy of identification certificate issued by a Philippine Foreign Service Post (FSP) or by the Bureau of Immigration (BI) 	<p>Bureau of Immigration (BI) Philippine Embassy or Consulate General</p>
<p>In case applicant is a Naturalized Citizen (in addition to the Renewal Core Requirements)</p> <ul style="list-style-type: none"> ● Identification Certificate of Naturalization from Bureau of Immigration 	<p>Bureau of Immigration (BI)</p>



<p>In case applicant is a Filipino citizen by Election (in addition with the Renewal Core Requirements):</p> <ul style="list-style-type: none"> ● Affidavit of Election of Philippine Citizenship ● Identification Certificate of Election from BI 	<p>Bureau of Immigration (BI)</p>
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Adult Renewal non-ePassport (Brown, Green, Machine Readable (Maroon) Passports or any older Passports)

<ol style="list-style-type: none"> 1. Current non-ePassport with photocopy of data page 2. Original PSA authenticated Birth Certificate or Report of Birth - for non-ePassports with incomplete/incorrect biographic information 3. Original PSA authenticated documents that will support the change of name. <ul style="list-style-type: none"> ● Marriage Contract ● Annotated Birth Certificate ● Annotated Marriage Contract to show annulment/divorce/court ordered instruction ● Death Certificate of Spouse 4. Any of the following Valid IDs <u>with one (1) photocopy</u> (click here for the List of Acceptable IDs for Passport Processing) <p>NOTE: If woman opts to retain maiden name, a Marriage Certificate is not required.</p> <p>Additional requirements may be required.</p>	<p>Department of Foreign Affairs (DFA) Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
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CORE REQUIREMENTS FOR MINOR APPLICANTS

Timelines indicated in the procedures outlined in this section assume that all documentary requirements from the client are valid, complete, and in order. Any discrepancies in documentary requirements will result in a longer processing time.



<p>Confirmed Online Appointment - To schedule an online appointment, please visit: passport.gov.ph. To see if you are qualified to use the Courtesy Lane, please visit: https://dfa-oca.ph/courtesy-lane/courtesy-lane-eligibility/</p>	<p>passport.gov.ph</p> <p>DFA</p>
<p>Personal Appearance of minor applicant <u>and</u> either parent or authorized adult companion</p>	<p>Applicant</p>
<p>Accomplished Application Form</p>	<p>Generated online application form from passport.gov.ph</p>
<p>Philippine Statistics Authority (PSA) Birth Certificate</p> <ul style="list-style-type: none"> Local Civil Registrar Copy may be required if PSA Birth Certificate is not clear or cannot be read 	<p>Philippine Statistics Authority (PSA)</p> <p>Philippine Embassy or Consulate General</p>
<p>Current ePassport <u>with photocopy of data page</u></p>	<p>DFA</p>
<p>Philippine Statistics Authority (PSA) Marriage Certificate is required <u>if only one parent</u> is accompanying the child</p> <ul style="list-style-type: none"> If parents are unmarried, a Special Power of Attorney (SPA) executed by the Mother will be required if she is not accompanying the child If the Special Power of Attorney (SPA) is executed abroad, it must be authenticated by the Philippine Embassy or Consulate or apostilled by the designated competent authority. <p>Note: Notarized SPA must include a copy of parent/s valid ID and/or passport attached.</p>	<p>Philippine Statistics Authority (PSA)</p> <p>Philippine Embassy or Consulate General</p> <p>Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details</i></p>



	<i>consistent with other documentary requirements, and the ID photo/s match the bearer/s</i>
<p>Original and photocopy of proof of filiation and/or guardianship:</p> <p>The following are the documents that may be accepted as proof of parental authority or filiation:</p> <ul style="list-style-type: none"> ● PSA Birth Certificate; ● Baptismal Certificate; ● School Records; ● Baby Book; ● Copy of mother's passport (where the surname or the middle name or the surname is similar to that of the minor applicant; or ● Other documents that reflect filial relationships with the minor may also be accepted as long as the full name of parents are shown and the filial relationship is established. 	<p>Philippine Statistics Authority (PSA)</p> <p>Philippine Embassy or Consulate General</p> <p>Relevant religious institution</p> <p>Relevant academic institution</p> <p>Hospital/Clinic</p> <p>Department of Foreign Affairs</p>
<p>Passport or Valid Government issued ID of either parent or authorized adult companion <u>with one (1) photocopy</u></p>	<p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p>
<p>Current school ID or Certificate of Enrolment with photo of minor and dry seal of school (if School ID is not applicable) - (for minors 7 to 17 years old)</p>	<p>School</p>
<p>ADDITIONAL REQUIREMENTS FOR MINORS</p> <p><i>*Additional requirements stated below may be required from certain applicants depending on their case.</i></p>	
<p>In case applicant is a newborn (less than 1-year-old) and has No PSA Birth Certificate/Report of Birth yet:</p> <ul style="list-style-type: none"> ● If born in the Philippines: Certified True 	<p>Local Civil Registry (LCR)</p> <p>Philippine Statistics Authority (PSA)</p>



<p>Copy of Local Civil Registrar (LCR) Birth Certificate authenticated by PSA</p> <ul style="list-style-type: none"> ● If born abroad: original copy of Report of Birth or first indorsement from Consular Records Division 	<p>Philippine Embassy or Consulate General</p>
<p>In case applicant is not accompanied by the parent/s during the application process</p> <ul style="list-style-type: none"> ● Applicant must submit a Special Power of Attorney executed by the parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application) ● Special Power of Attorney (SPA) must have a copy of parent/s valid ID and/or passport attached 	<p>Notary Public</p> <p>Philippine Embassy or Consulate General Competent Authorities (for Apostille documents)</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case applicant is not traveling with parent/s:</p> <ul style="list-style-type: none"> ● Applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the parent/s. The Affidavit of Support and Consent must be Consularized by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad 	<p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p> <p>For Valid IDs:</p>



<ul style="list-style-type: none"> ● Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application) ● Affidavit of Support and Consent (ASC) must have a copy of parent/s valid ID and/or passport attached 	<p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case applicant is an illegitimate child in custody of the Mother:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> mother or authorized adult companion ● PSA Birth Certificate ● Passport or Valid Government issued ID of mother or authorized Adult Companion (click here for the List of Acceptable IDs for Passport Application) ● If applicant is not accompanied by mother during the application process, applicant must submit a Special Power of Attorney executed by the mother designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad 	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p>



<ul style="list-style-type: none"> ● If applicant is not traveling with Mother, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the mother. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the applicant is an Illegitimate child and mother is deceased / absent and father is unknown:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> court-appointed legal guardian ● PSA Birth Certificate ● Valid Passport or valid government ID* of adult guardian (click here for the List of Acceptable IDs for Passport Application) ● DSWD Clearance ● Letter of Guardianship issued by Family Court <ul style="list-style-type: none"> ● If applicant is not accompanied by the court-appointed legal guardian during the application process, applicant must submit a Special Power of Attorney executed by the legal guardian designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad <ul style="list-style-type: none"> ● If applicant is not traveling with court-appointed legal guardian, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the legal guardian. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. <p>If the court-appointed legal guardian is not</p>	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>



<p>available, the following may accompany the minor child in the order indicated:</p> <ol style="list-style-type: none"> Surviving grandparent (submission of PSA Certificate of Death of Mother; Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent); The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship) 	
<p>If the applicant is an illegitimate child whose mother is deceased but acknowledged by the father:</p> <ul style="list-style-type: none"> Personal Appearance of minor applicant <u>and</u> biological father PSA Certificate of Death or Report of Death of Mother PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate Passport or Valid Government issued ID of biological father and legal guardian (click here for the List of Acceptable IDs for Passport Application) <i>If the applicant is not accompanied by the father during the application process, applicant must submit a Special Power of Attorney</i> executed by the father designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad <i>If applicant is not traveling with father,</i> 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details</i></p>



<p>applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the father. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad.</p> <p>In the absence of father, the following may accompany the minor child in the order indicated:</p> <ol style="list-style-type: none"> a. Surviving grandparent (submission of PSA Certificate of Death of Mother; b. Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent); c. The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship) 	<p><i>consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant is undergoing the process of domestic adoption:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> authorized DSWD Social Worker ● PSA Birth Certificate/PSA Certificate of Foundling ● Valid passport or valid government issued ID of authorized DSWD Social Worker (click here for the List of Acceptable IDs for Passport Application) ● Certificate of Child Available for Adoption/Deed of Voluntary Commitment 	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime</p>



<ul style="list-style-type: none"> ● DSWD clearance ● <i>If applicant is not accompanied by an authorized DSWD Social Worker during the application process,</i> applicant must submit a Special Power of Attorney executed by the authorized DSWD Regional Office designating the minor's companion to assist in the application process. 	<p>Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant has undergone the process of domestic adoption</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> adoptive parent/s ● Amended PSA Birth Certificate (indicating the child's adoptive name and name of adoptive parents) ● Passport or Valid Government issued ID of adoptive parent/s or authorized adult companion (click here for the List of Acceptable IDs for Passport Application). ● Court Decree of Adoption ● <i>If the applicant is not accompanied by the adoptive parent/s during the application process,</i> applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad 	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p> <p>Family Court</p> <p>Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>



<ul style="list-style-type: none"> ● <i>If the applicant is not traveling with the adoptive parent/s</i>, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad 	
<p>If the minor applicant is undergoing the process of foreign adoption / Inter Country Adoption Board (ICAB) adoption process:</p> <ul style="list-style-type: none"> ● PSA Birth Certificate/PSA Certificate of Foundling ● Endorsement from ICAB ● Certificate of Child Available for Adoption/Deed of Voluntary Commitment ● Placement Authority issued by ICAB ● Certificate for Issuance of Passport issued by ICAB ● Clearance for Inter-Country Adoption ● Child Study Report ● DSWD clearance 	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Relevant Court</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant has undergone the process of foreign adoption / Inter Country Adoption Board (ICAB) adoption process</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant 	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p>



<p><u>and</u> adoptive parent/s</p> <ul style="list-style-type: none"> ● Amended PSA Birth Certificate (indicating the child’s adoptive name and name of adoptive parents) ● Passport or Valid Government issued ID of adoptive parent/s or authorized adult companion (click here for the List of Acceptable IDs for Passport Application). If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable ● Proof of ICAB adoption process <ul style="list-style-type: none"> c. Court Decree of Adoption (in English translation); and d. Previously issued ICAB documents ● <i>If the applicant is not accompanied by the adoptive parent/s during the application process</i>, applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor’s companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If the applicant is not traveling with the adoptive parent/s</i>, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p>Competent Authorities (for Apostille documents)</p> <p>Notary Public Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
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<p>If the applicant is a minor foundling and NOT for adoption</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant and <u>adult guardian</u> ● PSA Certificate of Foundling ● Passport or Valid Government issued ID* of <i>court-appointed legal guardian</i> (click here for the List of Acceptable IDs for Passport Application) ● Letter of Guardianship issued by Family Court ● <i>If the applicant is not accompanied by the court-appointed legal guardian during the application process, applicant must submit a Special Power of Attorney</i> executed by the legal guardian designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If the applicant is not traveling with the court-appointed legal guardian, the applicant must submit DSWD clearance and Affidavit of Support and Consent</i> executed by the legal guardian. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p>Philippine Statistics Authority (PSA)</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Philippine Embassy or Consulate General</p> <p>Competent Authorities (for Apostille documents)</p> <p>Notary Public</p> <p>Family Court</p> <p>Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>



PASSPORT APPLICATION PROCESS FOR FIRST TIME AND RENEWAL OF REGULAR PHILIPPINE PASSPORTS

DFA notes that timelines indicated in passport processing in the section below are estimated based on applications that do not yield issues during the checking of the applicant's records. If issues are found during the records check, longer processing times are likely to be experienced depending on the issues encountered.

CLIENT STEPS (On-Site Release)	AGENCY ACTIONS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. Applicant set an appointment through http://passport.gov.ph and pay online using their credit or debit card, or through Bayad Center payment centers. Applicant may already avail of courier delivery during the appointment process	Loading of Appointment Slots	30 minutes to 1 hour	Php 950.00 for regular <u>or</u> Php 1200 for expedite (Php 50 for convenience fee applies for all applications)	<i>Passport Applicant</i>
2. On the day of scheduled appointment, proceed to the Verification Counter and present printed passport application form and valid ID. Applicant shall secure a queueing number.	Verification of Appointment	<i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes	None	<i>Verifiers</i> Passport Division <i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i>
3. Proceed to the Processing Counter and wait for number to be called.	Processing of documentary requirements	20 minutes waiting time 10 minutes	None	<i>Processors</i> Passport Division
4. Proceed to Passport Enrollment Center (PEC) and present documents. Wait for the number to be called.	Photo and data capturing	20 minutes waiting time	None	<i>Encoders</i> Passport Division



		10 minutes		
<p>5. Courier service on-site:</p> <p>Applicant's current passport will be cancelled by Passport Processor before courier service staff can accept application for courier service delivery.</p>	Advise applicant on the availability of courier service on-site	10 minutes	Php 150 (fee charged by courier service staff)	<i>Courier Service Provider</i>
<p>6.1. Collection in person:</p> <p>On the tentative date of release, proceed to the Releasing Section located at the Las Islas Filipinas G/F Double Dragon, Meridian Park.</p> <p>Place the receipt in a designated box and wait for the name to be called.</p> <p>Applicant shall verify that all details in the passport are correct.</p> <p>Applicant signs on the designated log sheet.</p> <p>For passport renewal, applicant must present old passport for cancellation</p>	Releasing of passports to the applicant	<p>*For applicants who availed express processing: Five (5) working days</p> <p>For applicants who availed regular processing ten (10) working days</p> <p>20 minutes waiting time</p> <p>10 minutes</p>	None	<i>Releasing Officers</i> Passport Division
<p>6.2. Collection via courier service:</p> <p>Applicant receives new passport delivered at his/her specified address</p>	Releasing of passports to applicants via the authorized courier service provider	Delivery date depends on delivery commitment schedule of courier service provider	None	<i>Courier service</i>



9. Passport Services – Regular Passport Services – Passport Releasing Requirements and Process

List of Requirements (On-Site Collection)	Where to Secure
<p>Original DFA issued receipt</p> <p>* In case of a lost receipt, the applicant or authorized representative is required to present the Original notarized Affidavit of Lost Receipt executed by the applicant</p>	<p>Applicant</p> <p>Notary Public</p>
<p>Old Passport (for renewal applications)</p>	<p>Applicant</p> <p>DFA</p>
<p>In case the applicant is unable to claim his/her passport, immediate family members* are allowed to claim the passport in behalf of the applicant</p> <ul style="list-style-type: none"> • Authorization letter (must mention affiliation with applicant), • Original DFA issued receipt, • Valid ID (original and photocopy) of applicant and representative <p>*Immediate family members of legal age such as parents, brother, sister, spouse or children</p> <p>*Note: Passports unclaimed after one (1) year will be cancelled per Department Order No. 2021-012.</p>	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case a person other than an immediate family member will claim the applicant's passport</p> <ul style="list-style-type: none"> • Original notarized and/or Apostilled Special Power of Attorney (SPA) executed by the applicant, issued to the authorized representative • Valid ID (original and photocopy) of applicant and representative 	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine</p>



<p>indicated in the Special Power of Attorney</p>	<p>Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>For minor applicants</p> <ul style="list-style-type: none"> • If passport will be claimed by mother, claimant must present original DFA issued receipt and valid ID • If passport will be claimed by father, claimant must present original DFA issued receipt, valid ID and PSA documents indicating proof of parental authority over the minor 	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>List of Requirements (collection via courier)</p>	<p>Where to Secure</p>
<p>Original Courier-issued receipt</p>	<p>Issued by the Courier Service Provider</p>
<p>In case the applicant is unable to receive his/her passport from the courier, immediate family members* are allowed to receive the passport in behalf of the applicant</p> <ul style="list-style-type: none"> • Authorization letter (must mention affiliation with applicant), • Original DFA issued receipt, • Valid ID (original and photocopy) of applicant and representative <p>*Immediate family members of legal</p>	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens</p>



<p>age such as parents, brother, sister, spouse or children</p>	<p>Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case a person other than an immediate family member will receive the applicant's passport</p> <ul style="list-style-type: none"> • Original notarized Special Power of Attorney (SPA) executed by the applicant, issued to the authorized representative • Valid ID (original and photocopy) of applicant and representative indicated in the Special Power of Attorney 	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>For minor applicants</p> <ul style="list-style-type: none"> • If passport will be received by mother/father or legal guardian, receiver must present original courier issued receipt and valid ID • If passport will be received by an immediate family member, Letter of Authority executed by either mother/father or legal guardian, issued to the authorized representative shall be presented to the courier representative. • Valid ID (original and photocopy) of mother/father or legal guardian and representative indicated in the Letter of Authority. • If passport will be received by an authorized representative other than the immediate family member, Original notarized Special Power of Attorney 	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>



<p>(SPA) executed by the mother/father or legal guardian, issued to the authorized representative.</p> <ul style="list-style-type: none"> Valid ID (original and photocopy) of mother/father or legal guardian and representative indicated in the Special Power of Attorney 				
CLIENT STEPS (On-Site Release)	AGENCY ACTIONS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
<p>1. Proceed at the Releasing Unit of the Passport Division on the scheduled release date.</p>	<p>Collection of the passports receipts</p>	<p>*Depending on the scheduled release date</p>	<p>None</p>	<p>Applicant</p>
<p>2. Applicant shall present the copy of the DFA-issued receipt, valid ID and shall wait for name to be called by the releasing officer.</p> <p><i>*Applicants must present the necessary documentary requirements for the release of passports.</i></p>	<p>Locate the applicant's passport</p>	<p>5 minutes</p>	<p>None</p>	<p>Applicant Staff, Passport Releasing Unit</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>3. Applicant verify the correctness of the passport received and signs the log sheet. Applicant presents the previously issued passport/s for cancellation (if renewal)</p>	<p>Release the passport to the applicant.</p>	<p>2 minutes</p>	<p>None</p>	<p>Applicant Staff, Passport Releasing Unit</p>
TOTAL		<p>7 minutes</p>	<p>None</p>	



10. Passport Services – Regular Passport Services – Unclaimed Passport Certification Requirements and Process

Pursuant to Department Order No. 2021-012 on the Disposal on the Unclaimed and Spoiled Passports) A passport left unclaimed by its holder one (1) year after the date it was received by DFA Consular Offices (COs)/Foreign Service Posts (FSPs) shall be cancelled.

List of Requirements		Where to Secure		
Confirmation Email		Client Concerns Officer through passportconcerns@dfa.gov.ph		
Valid ID (please refer to valid government-issued IDs accepted for passport application) <i>*For parents/legal guardian requesting a Unclaimed Passport Certificate for a child (aged 17 years and below) valid of the parent or the legal guardian</i>		For Valid IDs: Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA) <i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i>		
Passport Receipt or Courier Receipt (if available)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. Email request to passportconcerns@dfa.gov.ph with scanned copy of the passport holder's valid ID	Reply to applicant's request sent to passportconcerns@dfa.gov.ph	1 – 3 days	None	Passport Applicant Client Concerns Officer – OPMS



and/or Copy of Passport Receipt/Courier Receipt				
2. Visit OCA on scheduled appointment date	Accommodate the applicant	*Depends on the scheduled date	None	Staff, Passport Division – SCPU
3. Proceed to Special Concerns and Pending Unit to get queue number and wait to be called	Provide queueing number	5 minutes	None	Security Guard Staff, Passport Division – SCPU
4. Case Officer interviews the applicant and verifies the unclaimed passport record in the ePassport issuance module to verify and evaluate the request	Evaluation and processing of presented documentary requirements	10 minutes	None	Staff, Passport Division – SCPU
5. Collection of Unclaimed Passport Certification/s If the unclaimed certification is being claimed by an immediate family member: <ul style="list-style-type: none"> ● Written authorization letter by the passport holder; ● Passport holder's copy of his/her passport or valid 	Release the unclaimed passport certificate to the applicant/authorized representative	10 minutes	None	Staff, Passport Division – SCPU



<p>government ID.</p> <ul style="list-style-type: none">• Authorized representative shall also be required to present his/her passport or a valid government ID. <p>If the person claiming is not an immediate family member</p> <ul style="list-style-type: none">• A notarized Special Power of Attorney (SPA) executed by the Passport Holder.• Passport holder's copy of his/her passport or valid government ID.• Authorized representative shall also be required to present his/her passport or a valid government ID.				
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5.1 Receive certificate				
	TOTAL	1-3 days (For Scheduling) 25 minutes (On-Site processing)	None	



11. Passport Services – Regular Passport Services – Passport Certification Requirements and Process

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
List of Requirements	Where to Secure
<i>Timelines indicated in the procedures outlined in this section assume that all documentary requirements from the client are valid, complete, and in order. Any discrepancies in documentary requirements will result in a longer processing time.</i>	
Confirmation Email	Client Concerns Officer through passportconcerns@dfa.gov.ph
Accomplished Application Form	Passport Division
Clear scanned copy of current passport data page	Applicant existing Philippine Passport
For non-issuance of Philippine passport: Valid ID	For Valid IDs: Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA) <i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i>



<p><i>*For parents/legal guardian requesting a Certificate of No Passport Issuance for a child (aged 17 years and below)</i></p> <p>Scanned copy of child's Birth Certificate AND Passport or ID of requesting parent/legal guardian (present Letter of Guardianship issued by Family Court)</p>	<p>PSA</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p> <p>Family Court</p>
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CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
<p>1. Email request passportconcerns@dfa.gov.ph with scanned copy of passport data page and filled up request form downloaded from website and wait for the confirmation email.</p>	<p>Reply to applicant's email sent to passportconcerns@dfa.gov.ph</p>	<p>1 – 3 days</p>	<p>None</p>	<p>Passport Applicant Client Concerns Officer - OPMS</p>
<p>2. Visit OCA on scheduled appointment for the collection of the certificate.</p>	<p>Accommodate the applicant</p>	<p>20 minutes</p>	<p>None</p>	<p>Staff, Passport Division – SCPU</p>
<p>3. Proceed to Special Concerns and Pending Unit to get queue number and wait to be called</p>	<p>Provide queueing number and call the applicant</p>	<p>5 minutes</p>	<p>None</p>	<p>Security Guard Staff, Passport Division – SCPU</p>
<p>4. Pay the required fee at the Cashier</p>	<p>Collection of payment</p>	<p>10 minutes</p>	<p>PHP 100 per document applied in the</p>	<p><i>Passport Applicant</i></p>



			Philippines	
<p>5. Collection of Passport Certification/s</p> <p>If the certification is being claimed by an immediate family member:</p> <ul style="list-style-type: none"> • Written authorization letter by the passport holder; • Passport holder's copy of his/her passport or valid government ID. • Authorized representative shall also be required to present his/her passport or a valid government ID. <p>If the person claiming is not an immediate family member</p> <ul style="list-style-type: none"> • A notarized Special Power of Attorney (SPA) executed by the Passport Holder. • Passport holder's copy of his/her passport or valid government ID. • Authorized representative shall also be required to present his/her passport or a valid government ID. <p>5.1 Receive certificate</p>	<p>Release the requested certificate to the applicant/s or authorized representative</p>	<p>30 minutes</p>	<p>None</p>	<p><i>Staff,</i> Passport Division – SCPU</p>
	<p>TOTAL:</p>	<p>1-3 days (For scheduling)</p> <p>1 hour and 5 minutes (On Site Processing)</p>	<p>Php 100.00</p>	



12. Passport Services – Regular Passport Services – 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:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Citizens who were granted statelessness or refugee status in the Philippines			
List of Requirements	Where to Secure			
Confirmation Email	Client Concerns officer through passportconcerns@dfa.gov.ph			
Accomplished Application Form	DFA Passport Division – Special Concerns and Pending Unit (SCPU)			
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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Special Concerns to get queue number and wait to be called	Provide queueing number and call the applicant	1 minute	None	Security Guard Staff, Passport Division - SCPU
2. Fill up the application form and present valid ID	Provide application form and evaluate presented documents	10 minutes	None	Staff, Passport Division



3. Pay the required fee at the Cashier	Collection of payment	10 minutes	PHP 500	<i>MRCTD Applicant Staff, Cashier</i>
4. Present receipt 4.1 Return on the schedule release date	Advise applicant on the rescheduled release date of MRCTD	<i>*After seven working days</i> 10 minutes	None	<i>MRCTD Applicant Staff, Passport Division - SCPU</i>
	TOTAL:	31 minutes (On-site processing) 7 working days (Processing time for the release of MRCTD)	Php 500.00	



13. Passport Services – 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:	Passport Division	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who May Avail	List of Requirements	Where to Secure
	<i>*Timelines indicated in the procedures outlined in this section assume that all documentary requirements from the client are valid, complete, and in order. Any discrepancies in documentary requirements will result in a longer processing time.</i>	
1. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Philippine Statistics Authority / Department of Foreign Affairs / 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 Printed Application Form through OPAS Printed confirmation email Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Philippine Statistics Authority (PSA)



<p>1.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</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>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.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>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>PWD ID (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.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>Printed Application Form through OPAS</p> <p>Printed confirmation email</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>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>
<p>2.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</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>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Airline/Hotel</p>
<p>3. Pregnant women</p>	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Medical certificate/records (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p>



		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 Printed Application Form through OPAS Printed confirmation email PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Philippine Statistics Authority (PSA)
4.1. Parent/s; or	Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email Court Order (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email Special Power of Attorney (1 original)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt	passport.gov.ph



	<p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p>	<p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p>
6. Overseas Filipino Workers (OFWs)	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Overseas Worker Welfare Administration (OWWA)</p>
	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Valid employment contract (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Agency/Employer</p>
	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Embassy or Consulate</p>
	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</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>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Maritime Industry Authority (MARINA)</p>
	<p>Printed Application Form with E-Receipt</p>	<p>passport.gov.ph</p>



	<p>Printed Application Form through OPAS</p> <p>Printed confirmation email</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. (present original and 1 photocopy) (present original and 1 photocopy)</p>	<p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.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: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)</p>	<p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p>
	<p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Proof of Urgency (e.g., airline ticket, medical or death certificate, etc.)</p>	<p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Airline/Hospital/PSA, etc.</p>

REQUIREMENTS FOR FIRST-TIME APPLICANTS

Timelines indicated in the procedures outlined in this section assume that all documentary requirements from the client are valid, complete, and in order. Any discrepancies in documentary requirements will result in a longer processing time.

List of Requirements	Where to Get
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), Philippine Identification System (PhilSys), Overseas Workers Welfare



	Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), 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, Oath of Allegiance and 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 (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)	Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections



IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	(COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record (present original, 1 photocopy) 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)	PSA Notary Public
CORE REQUIREMENTS FOR MINORS	
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)	Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
School ID (for 7 years old and above) (present original, 1 photocopy)	School
ADDITIONAL REQUIREMENTS FOR MINORS <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
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



<p>Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)</p>	<p>Notary Public</p> <p>SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA, PSA</p>
<p>Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) Travel Clearance from DSWD (present original, 1 photocopy)</p>	<p>Notary Public</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School</p> <p>Department of Social Welfare and Development (DSWD)</p>

REQUIREMENTS FOR RENEWAL

Timelines indicated in the procedures outlined in this section assume that all documentary requirements from the client are valid, complete, and in order. Any discrepancies in documentary requirements will result in a longer processing time.

List of Requirements	Where to Secure
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)	Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
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	Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
Proof of Parental Authority (present original, 1 photocopy)	PSA, Relevant Church, School, Relevant Hospital or Health Center
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). (present original, 1 photocopy)	School
ADDITIONAL REQUIREMENTS <i>*on a case by case basis, other documents not stated below may be required for special cases</i>	
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 Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
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	Local Civil Registrar



Certificate with readable dry seal (present original, 1 photocopy)	
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 Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
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 Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School

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



<p>3. Wait for the issuance of queueing number in the front desk</p>	<p>3. Issue a queuing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section</p>	<p>None</p>	<p>1 minute</p>	<p><i>Front Desk Personnel Courtesy Lane</i></p>
<p>4. Wait for the number to be called inside the processing area while applications are cross check from Watchlist Verification</p>	<p>4. Verify if the applicant is included in the Department's Watchlist Database</p> <p>4.1. If the applicant's name appears on the Department's Watchlist Database, the verifier will attach a referral slip on the application form addressed to the Passport Division.</p> <p>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.</p> <p>4.3. Forward the passport application forms to the Processing Counter</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Verifier Courtesy Lane</i></p>
<p>5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Watchlist Database, proceed to Passport Division (Ground Floor) upon the referral of the Processor for further verification and approval</p>	<p>5. Receive the queuing number, conduct interviews and verify the authenticity of the documents and ensure that the required documents are complete.</p> <p>5.1 Refer the applicants whose names are reflected in the Department's Watchlist Database to Passport Division for further verification</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Processor Courtesy Lane</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p>



<p>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</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 If filed through Online Appointment System (OAS) and the passport application is approved, the Processor will issue a queuing number for the data capturing and encoding of applicant's information.</p> <p>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.</p>			
<p>6. Applicants who filed their application through OPAS and with approved applications shall proceed to the cashier to pay the passport processing fee.</p>	<p>6. Accept the payment based on the amount indicated in the official receipt</p>	<p>Expedited processing fee – PHP 1,200.00</p>	<p>5 minutes</p>	<p><i>Collecting Officer</i> Office of Financial Management Services – Passport</p>



	<p>6.1 Give the validated official receipt to the applicant</p>	<p>Regular processing fee – PHP 950.00 *Senior citizens and PWDs have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>		<p>Revolving Fund Unit</p>
<p>7. Upon Payment applicant shall proceed to the Courtesy Lane Encoding Area.</p> <p>7.1 Biometrics will be gathered, personal Data will be Encoded, and Document will be scanned.</p> <p>7.2 Applicant shall 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>	<p>None</p>	<p>15 minutes</p>	<p>Encoder Passport Enrollment Center</p>



14. Passport Services – 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
Passport Fee	
PASSPORT RENEWAL	
Personal appearance	
Confirmed Appointment	Applicant may send an email to dops.app@dfa.gov.ph



Accomplished DOPS Passport Application Form - DFA-OCA-DOPS-02 (1 original)	Office of Consular Affairs Website / DOPS Office			
Photocopy of the data page of applicant's old regular and/or official / diplomatic passport with complete name - first time or renewal of official / diplomatic passport (original passport, 1 photocopy)	Applicant			
PSA marriage contract (for married woman) (1 original, 1 photocopy)	Philippine Statistics Authority			
Endorsement letter addressed to DFA (1 original)	Government agency where applicant is employed			
Signed Travel Authority (1 original / certified true copy)	Government agency where applicant is employed			
Invitation (if any) (1 photocopy)	Organizer / Sponsor			
Certificate of No Pending Administrative Case (1 original)	Human Resource Management Office / Legal Office of the government agency where applicant is employed			
Latest Service Record (1 original)	Human Resource Management Office of the government agency where applicant is employed			
Appointment paper - for Presidential / CSC appointees (1 certified true copy or photocopy)	Office of the President / Civil Service Commission			
Oath of Office (for elected officials) (1 certified true copy or photocopy)	Office of the elected official			
Applicant's office ID (1 photocopy)	government agency where applicant is employed			
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	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.	P950.00 Regular Processing 7 working days	3 - 5 minutes (depends on the number of applicants on que for payment)	Cashier



<p>3. After payment, applicant shall return to DOPS and return the validated passport slip to the Consular Assistant / Processor.</p>	<p>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.</p>		<p>1 - 3 minutes</p>	<p>Consular Assistant / Processor</p>
<p>4. Applicant shall proceed to the DOPS Encoding Area for biometrics capturing.</p>	<p>4. Encode the applicant's personal information in the passport enrollment set and request applicant to review and confirm the accuracy of information encoded.</p>		<p>5 - 10 minutes</p>	<p>Encoder</p>
<p>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.</p>	<p>5. Locate e-passport and application form being claimed by applicant. Ask for applicant / representative's signature.</p>		<p>8 – 10 minutes</p>	<p>Consular Assistant / Releasing Officer</p>
<p>TOTAL EXPRESS APPLICATION:</p>		<p>P1,200.00</p>	<p>5 working days</p>	
<p>TOTAL REGULAR APPLICATION:</p>		<p>P950.00</p>	<p>7 working days</p>	



15. Passport Services – 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		
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	



16. Passport Services – Issuance of Notes Verbale and Letter Visa Endorsements to Holders of Diplomatic and Official Philippine Passports

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

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



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

Office or Division		Visa Division		
Classification		Complex		
Type of Transaction		G2G – Government to Government		
Who may Avail		Foreign Government Officials & Staff/ Representatives of Accredited International Organizations and their Dependents currently posted in the Philippines with valid 9(e) visa For Newborn Child of Diplomats: Dependent child of Foreign Government Officials/ Representatives of Accredited International Organizations born in the Philippines		
Checklist of Requirements		Where to Secure		
<p>Note Verbale from the requesting Embassy or International Organization accredited in the Philippines</p> <p>Original Passport of the applicant</p> <p>Duly-accomplished and signed 9(e) Application form</p> <p>Two (2) pieces Passport size photos</p> <p>Photocopy of latest valid 9(e) visa</p> <p>Photocopy of latest 9(e) arrival stamp in the Philippines</p> <p>Photocopy of Principals visa and passport (for dependents & household member/s, and private staff)</p> <p>Additional supporting documents (with duly verified English translation as applicable) to establish kinship and family ties, proof of marital union, parentage, etc.)</p> <p>Photocopy of Birth Certificate (newborn)</p>		From the requesting Embassy or International Organization accredited in the Philippines		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<p>I. Document owner/Liaison officers of Diplomatic and Consular Missions and UN Agencies and International Organizations proceed directly to OCA-Visa Division following the schedule of submission as indicated in Note No. 24-0179 dated 10 January 2024.</p> <p>III. Submission of complete physical documents</p> <p>IV. Receipt of renewed 9(e) visa on</p>	<p><u>For Regular Renewal of 9(e) visa:</u></p> <p>3. Reviews the submitted physical requirements and process the issuance of renewal of 9(e) visa.</p> <p>4. Transmit to the Visa Director or the Principal Assistant 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>	None	7 working days	Visa Assistant



<p>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>	<ol style="list-style-type: none"> 1. To send endorsement letter addressed to the Bureau of Immigration - Immigration Regulation Division (BI-IRD). 2. Once the BI-IRD put the arrival stamp on the passport, Visa Assistant will now process the issuance of 9(e) visa. 3. Follow the steps for regular renewal of 9(e) visa. 			
	TOTAL	0	7 days	



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

Office or Division:	Visa Division
Classification:	Highly Technical
Type of Transaction:	Government to Business Entity
Who may avail:	Business persons duly endorsed by Certifying Business Organizations (CBO), Direct Applications (Entrepreneurs, MSMEs, Expatriates, and Senior Government Officials)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ABTC application form	https://consular.dfa.gov.ph/visainformation/25-visa/226-apec-business-travel-card
Photocopy of applicant's passport	NBI
Bureau of Immigration and National Bureau of Investigation Certification	From the requesting party
Current photo of the applicant	Employer
Resume/Curriculum Vitae	SEC
Employment Certificate	From the requesting party
Certified True Copy of Company's Securities & 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	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the endorsed application by the Certified Business Organization (CBO) through the Division's	1.1 The Visa Assistant conducts a preliminary assessment of the endorsed application submitted by the CBO through its	None	90 calendar days	Visa Assistant



<p>official email address at: oca.visa@dfa.gov.ph</p> <p>2. 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>3. Client Feedback Form should be accomplished after completion of every transaction.</p>	<p>Liaison Officer, and evaluates and checks if the submitted requirements are complete.</p> <p>2. The Director will decide to approve or deny the application.</p> <p>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 			
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	<p>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.</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.			
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	<ul style="list-style-type: none">◦ If one or more participating economies grant “hold” status, ABTC Desk Assistant inquires with the relevant economies the reason for the hold status for onward transmittal of information to the applicant through the shared ABTC Online Network System. <p><i>If Denied:</i></p> <ul style="list-style-type: none">◦ ABTC Desk Assistant drafts a denial letter to be signed by the 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			
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	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	



19. 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>1. 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>2. 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</p>	None	7 working days	Visa Assistant



	<p>the applicant/s to be repatriated.</p> <p>3. The Visa Director forwards the corrected drafts to the Assistant Secretary of the Office of Consular Affairs (OCA) for his approval and afterwards, for signature of the UCSCA.</p>			
	TOTAL	0	7 days	



Office of Consular Affairs (OCA)

INTERNAL SERVICES



1. Consular Records Division – Transmittal of Applications Received At OCA Aseana/Consular Offices to Foreign Service Posts

OFFICE OR DIVISION	Consular Records Division			
Classification	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Filipino Citizen			
Checklist of Requirements			Where to Avail	
Submitted documents by Applicant			Received from Window 1	
PROCESS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Checks the applicant's duly accomplished forms (ROB/ROM/ROD) and its attachments	Receives accomplished vital events forms (ROB/ROM/ROD) and its attachments	None	5 minutes	CRD Desk Officer
2. Prepares a memorandum for the concerned Foreign Service Posts	Drafts a memorandum addressed to the concerned Foreign Service Posts	None	1 day	CRD Desk Officer
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 dispatch	CRD Assistant assigned at the DFA-CRD main building Office of Assets Management and Support Services (OAMSS)
TOTAL		None	14 days	



2. Consular Records Division – 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	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	



3. Visa Division – Authority to Issue Visas at Post – Of 9(a) Visa to Restricted Foreign Nationals

Office or Division:	Visa Division, Application at Foreign Service Posts			
Classification:	Highly Technical, Multi-Stage Processing			
Type of Transaction:	Government to Government			
Who may avail:	Any Foreign National through Foreign Service Post			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Fax communication from concerned Foreign Service Post requesting for authority to issue visa Copy of applicant's passport Copy of applicant's application form Results of records check from Bureau of Immigration and National Intelligence Coordinating Agency			From the concerned/ requesting Foreign Service Post	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the necessary required documents to Foreign Service Post	1. The concerned Foreign Service Post will transmit to Visa Division its request for authority to issue visa. 2. Upon receipt of the said request, the Visa Assistant evaluates the application and request for records check. 3. Upon receipt of the results of the records check, the following steps shall be made: <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	



4. Visa Division – Authority to Issue Visas at Post – Of 9(f) Visa Endorsed by PH Schools and Universities

Office or Division:	Visa Division
Classification:	Highly Technical; Multi-stage Processing
Type of Transaction:	Government to Government
Who may avail:	Accredited PH Schools and Universities

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



5. Visa Division – Authority to Issue Visas at Post – 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	
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
Submission of the necessary required documents to Foreign Service Post	1. The concerned Foreign Service Post will transmit to Visa Division its request for authority to issue visa. 2. Upon receipt of the said request, the Visa Assistant evaluates the application and request for records check. 3. Upon receipt of the results of the records check, the following steps shall be made: ◦ If there is no derogatory information, a fax communication is sent, authorizing the concerned FSP to issue the 9(a) visa with the appropriate number of entries and duration of validity to the applicant. ◦ If there is derogatory information, a fax communication is sent, providing necessary instructions and appropriate action for the concerned FSP to address the derogatory information. • For 47(a)(2) applications: ◦ The Visa Assistant will request for verification with the Philippine	None	15 working days	Visa Assistant



	<p>Economic Zone Authority (PEZA) whether a pending application has been made or not.</p> <ul style="list-style-type: none"> ◦ A letter reply from PEZA will be received and it will be transmitted to the Foreign Service Post through fax communication. 			
TOTAL		None	15 Working days	



6. Visa Division – Authority to Issue Visas at Post – 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	



7. Visa Division – Authority to Issue Visas at Post – Of 47(a)(2) Visa by Virtue of Department of Justice Endorsement

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



8. Visa Division – Authority to Issue Visas at Post – 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	<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 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. 	None	7 working days	Visa Assistant
TOTAL		None	7 working days	



Consular Office (CO) NCR – Central

EXTERNAL SERVICES



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

1. Passport Services – Passport Courtesy Lane

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

Office or Division:	Consular Office- NCR Central	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who May Avail	List of Requirements	Where to Get
1. Senior citizens 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	passport.gov.ph Philippine Statistics Authority (PSA)



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



	Court Order (present original and 1 photocopy)	Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt Special Power of Attorney (1 original)	passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.passpo rt.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.passpo rt.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.passpo rt.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
	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs;	onlineappform.passpo rt.gov.ph Written request from the applicant and
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs;	onlineappform.passpo rt.gov.ph Written request from the applicant and



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



<p><i>*Some additional requirements stated above may be required from some applicants depending on their case.</i></p>	<p>Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court</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 or Certificate of Foundling (present original, 1 photocopy)	Philippine Statistics Authority (PSA)
Acceptable Valid Government ID (present original, 1 photocopy)	Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS	
*on a case to case basis	
If PSA Document is unreadable: Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy)	Local Civil Registrar
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (present original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (present original, 1 photocopy) PSA Death Certificate of spouse (present original, 1 photocopy)	
For dual citizens (RA9225): Dual Citizenship documents (present original, 1 photocopy) Identification Certificate or Oath of Allegiance or Order of Approval (present original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers_(present original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) 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 (present original, 1 photocopy) or PSA Certificate of Foundling (present original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
If PSA Document is unreadable: Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy)	Local Civil Registrar
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) 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
Renewal Adult Applicants FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA



Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School

ADDITIONAL REQUIREMENTS

<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For applicants with mutilated passports:</i> Affidavit of Explanation (1 original) Mutilated passport (to be surrendered)	Notary Public DFA
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Securing An Appointment				
1. Secure an appointment from ncrcentral.so@dfa.gov.ph .	1. Agency to schedule the applicant.	None	1 to 2 days	CO Administrative Officer
On day of Appointment				
1. Present appointment email and fill out the Health Declaration Form.	1. Verify the appointment and issue a HDF for	None	5 minutes	Information and Public Assistance Officer



	the applicant to fill out.			
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	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	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.



	<p>(Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *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	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>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>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 15 minutes</p>	



Consular Office (CO) NCR – East

EXTERNAL SERVICES



1. Authentication Services – Authentication / Apostille

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

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



c. Private/Local Colleges and Universities (TOR and/or Diploma)	
• 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
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	PRC
5. Medical Certificate/s	
a. For employment	
• DOH stamp per document	DOH
b. For other purposes	
• Certification issued by DOH with attached Medical Certificate	DOH
6. CAAP document/s	
• Certified by CAAP	CAAP
7. Driver's License	
• Certification	LTO (main branch only)
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	Court where the case was filed
11. Immigration Record/s	
• Certified by BI	BI
12. DSWD Clearance	
• Original document issued by DSWD	DSWD
13. Police Clearance/Sundry	
• Original document issued by PNP	Police Station
14. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI,	



BIR, SSS, Municipal Business Permit & Licensing Office, etc.)				
• Certified True Copy from the issuing office		SEC / DTI / BIR / SSS / BPLO		
15. Barangay Clearance/Certificate				
• Mayor's certification/clearance		Mayor's Office		
16. Export document/s				
• Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document		PCCI / DOH / DA / BFAD		
17. Issuances by Philippine Embassy / Consulate to be used abroad				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of documents for Authentication / Apostille				
Securing An Appointment				
1. Secure an appointment from ncreast.so@dfa.gov.ph .	2.1.1 Agency to schedule the applicant.	None	1 to 2 days	CO Administrative Officer
On day of Appointment				
.1.1 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,	-	30 minutes	Authentication Processor



	indicating the date and time of release.			
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. 6.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication Certificate upon confirmation.		2 Working Days and 6 Working Hours) 20 Days* (for special cases needing further verification by issuing agency outside the DFA)	Authentication Backend 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	Authentication Releasing Personnel
3. Check accuracy and completeness of	3. Provide Client Feedback Form to the applicant/ representative			



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



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

2. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
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	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	20 minutes waiting time	<i>Releasing Officer</i>
5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport		10 minutes	
5.2 Verify all details in passport are correct.				
5.3 Sign on signature pad.				
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; Releasing: 30 minutes	

3. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE NCR - EAST
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID



School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).			School	
ADDITIONAL REQUIREMENTS				
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID			Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID	
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID			Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID	
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)			FSP	
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)			Notary Public BI	
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant			Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court	
*Some additional requirements stated above may be required to some applicants depending on their case.			Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.	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 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	20 minutes waiting time 10 minutes	<i>Releasing Officers</i>
Total		PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



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



2.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
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
Solo parents	Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.pasport.gov.ph Overseas Worker Welfare Administration (OWWA)



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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CORE REQUIREMENTS	
Printed Application Form with E-Receipt	passport.gov.ph
PSA Birth Certificate or Report of Birth (1 original, 1 photocopy)	Philippine Statistics Authority (PSA)
Acceptable Valid Government ID (1 original, 1 photocopy)	Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS	



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



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



Affidavit of Explanation and travel records (original)		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 ACTIONS				
FEES TO BE PAID				
PROCESSING TIME				
PERSON RESPONSIBLE				
Securing an appointment				
1. Secure an appointment from ncreast@dfa.gov.ph	Agency to schedule the applicant.	None	1 to 2 days	CO Administrative Officer
On day of appointment				
6.1.1.1 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
6.1.2 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 queuing number in the front desk	4. Issue a queuing number for the qualified applicant. 4.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	Information and Public Assistance Officer
5. Wait for the number to be called inside the processing area	5. Verify if the applicant is included	None	15 minutes	Verifier



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



	7.1 Give the validated official receipt to the applicant	<p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>		
8. Proceed to the Encoding Area	<p>8. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>8.1 Save the data of the applicant</p> <p>8.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> <p>8.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	None	15 minutes	<i>Encoder</i>
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)		
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Consular Office (CO) NCR – North

EXTERNAL SERVICES



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

1. Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: 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)	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	<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	<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	20 minutes waiting time	Releasing Officer
5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport		10 minutes	
5.2 Verify all details in passport are correct.				
5.3 Sign on signature pad.				
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; Releasing: 30 minutes	

2. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE NCR - NORTH
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA



Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID			
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School			
ADDITIONAL REQUIREMENTS				
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID			
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID			
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP			
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI			
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court			
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support



<p>2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID</p>	<p>2. receive required documents 2.1 verify appointment</p>	<p>None</p>	<p><i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i></p> <p>5 minutes</p>	<p><i>Verifiers</i></p>
<p>3. Proceed to Processing Section and wait for an available window</p>	<p>3. Evaluate the authenticity and completeness of documents</p>	<p>None</p>	<p>20 minutes waiting time</p> <p>10 minutes</p>	<p><i>Processors</i></p>
<p>4. Proceed to Encoding Section and present documents</p>	<p>4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics</p>	<p>None</p>	<p>20 minutes waiting time</p> <p>10 minutes</p>	<p><i>Encoders</i></p>
<p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p>	<p>5. check receipt and locate passport</p> <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p>	<p>None</p>	<p>20 minutes waiting time</p> <p>10 minutes</p>	<p><i>Releasing Officers</i></p>
<p>Total</p>		<p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>	



	(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)		
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3. Passport Services – 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
2. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult	Printed Application Form with E-Receipt	passport.gov.ph



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



6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA)
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID



School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School			
ADDITIONAL REQUIREMENTS				
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID			
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID			
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP			
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI			
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court			
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Securing An Appointment				
2.1.1 Secure an appointment from ncrnovaliches.so@dfa.gov.ph .	1.1 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>
2.1.2 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 queuing number in the front desk	4. Issue a queuing number for the qualified applicant. 4.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	<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 queuing 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	6.1 Refer the applicants whose			<i>Note: The processors are assigned on each designated window on a rotational basis daily.</i>



<p>Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>6.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>6.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>6.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>6.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>6.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<p>7. Pay the required fees at the Cashier</p>	<p>7. Accept the payment based on the amount indicated in the official receipt</p> <p>7.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs,</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>



		<p>pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>		
<p>8. Proceed to the Encoding Area</p> <p>8.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	<p>8. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>8.1 Save the data of the applicant</p> <p>8.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>	None	15 minutes	<i>Encoder</i>
<p>9. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>9.1 Receive the passport</p>	<p>9. Receive the official receipt then verify and locate the passport</p> <p>9.1 Issue the passport to the applicants</p>	None	10 minutes	<i>Releasing Personnel</i>



Total	Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport)	1 hour and 10 minutes	
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**Consular Office (CO)
NCR – Northeast
EXTERNAL SERVICES**



1. Authentication Services – 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)		
1. NBI Clearance/Sundry		
<ul style="list-style-type: none"> Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i>	NBI	
2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records		
<ul style="list-style-type: none"> Original document issued by PSA/NSO 	PSA	
<ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i>	Local Civil Registrar's Office	
3. School documents		
a. Elementary and High School Level (Form 137 and/or Diploma)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Elementary/High School	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from DepEd Regional Office 	DepEd Regional Office which has jurisdiction over the school	
b. Technical and Vocational Courses (TOR and/or Diploma/National Certificate)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Technical/Vocational School	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from TESDA 	TESDA Office which has jurisdiction over the school	
c. Private/Local Colleges and Universities (TOR and/or Diploma)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Private/Local College/University	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from CHED 	CHED Office which has jurisdiction over the school	



d. State Universities and Colleges (TOR and/or Diploma)	
<ul style="list-style-type: none"> Certified True Copy and Certification, Authentication and Verification from the school 	State University/College
4. PRC document/s	
<ul style="list-style-type: none"> Certified True Copy from PRC 	PRC
5. Medical Certificate/s	
a. For employment	
<ul style="list-style-type: none"> DOH stamp per document 	DOH
b. For other purposes	
<ul style="list-style-type: none"> Certification issued by DOH with attached Medical Certificate 	DOH
6. CAAP document/s	
<ul style="list-style-type: none"> Certified by CAAP 	CAAP
7. Driver's License	
<ul style="list-style-type: none"> Certification 	LTO (main branch only)
8. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity	
<ul style="list-style-type: none"> Notarized Affidavit stating necessary factual circumstances and indicating attachments 	Notary Public
<ul style="list-style-type: none"> Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) 	Regional Trial Court which has jurisdiction over the notary public
9. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit	
<ul style="list-style-type: none"> Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-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 ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of documents for Authentication / Apostille				
Securing an Appointment				
1. Secure an appointment from dfancrne.aunthentication@gmail.com	Agency to schedule the applicant.	None	1 to 2 days	CO Administrative Officer
On day of Appointment				
2.1.1.1 Present appointment email and fill out the Health Declaration Form.	.1 Verify the appointment and issue a HDF for the applicant to fill out.	None	5 minutes	Information and Public Assistance Center
2. Present document/s for authentication 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	Authentication Processor
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	Authentication Processor
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	Cashier
	6. Encode and issue Apostille / Authentication Certificate. 6.1 If for verification, confirm with issuing		2 Working Days and 6 Working Hours) 20 Days*	Authentication Backend Authentication VAFIS Personnel



	agency. Encode and issue Apostille / Authentication Certificate upon confirmation.		(for special cases needing further verification by issuing agency outside the DFA)	
Releasing of Authenticated documents				
1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area.	1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	15 minutes	
2. Present government issued ID at the appropriate releasing window. 3. Check accuracy and completeness of authenticated document/s received.	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 Releasing Personnel</i>
TOTAL:		Regular: PHP100 per document Expedite: PHP200 per document	Regular: 3 Days Expedite: 1 Working Day	
Releasing of Pending and Correction documents				
1. Proceed to the Pending and Correction window for evaluation.	1. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area.	-	10 minutes	<i>Authentication Releasing Personnel</i>



2. Wait for name to be called at the Pending and Correction area.	2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	30 minutes	Authentication Releasing Personnel
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	Authentication Releasing Personnel
4. Check accuracy and completeness of authenticated / Apostille document/s received.	4. Provide Client Feedback Form to the applicant/ representative.	-		
TOTAL:		None	45 minutes	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

2. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



Death Certificate of spouse (original, 1 photocopy)	
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost



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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section	5. check receipt and locate passport	None	20 minutes waiting time	Releasing Officer
5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport		10 minutes	



5.2 Verify all details in passport are correct.				
5.3 Sign on signature pad.				
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; Releasing: 30 minutes	



3. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	<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 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	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	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



	appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)		
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4. Passport Services – 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
3. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
2.2. A travelling companion	Printed Application Form with E-Receipt	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 or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA)
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate



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



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



Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School

ADDITIONAL REQUIREMENTS

<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure an Appointment				
1. Secure an appointment from dfancrne.procesing@gmail.com .	Agency to schedule the applicant.	None	1 to 2 days	CO Administrative Officer
On the day of Appointment				
3.1.1 Present appointment email and fill out the Health Declaration Form	3.1.1 Verify the appointment and issue a HDF for	None	5 minutes	Information and Public Assistance Officer



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



	<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> <p>* For mutilated, lost valid or expired electronic passport</p>	5 minutes	Cashier
8. Proceed to the Encoding Area	<p>8. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>8.1 Save the data of the applicant</p> <p>8.2 At the end of the day, all encoded</p> <p>8.1 Check the encoded data on the monitor and electronically sign the</p>	None	15 minutes	Encoder



application to confirm that all encoded data are correct.	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 9.1 Receive the passport	9. Receive the official receipt then verify and locate the passport 9.1 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	



Consular Office (CO) NCR – South

EXTERNAL SERVICES



1. Authentication Services – Authentication / Apostille

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

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



k. Private/Local Colleges and Universities (TOR and/or Diploma)	
• 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 signatories (issued by the Regional Trial Court)	Regional Trial Court which has jurisdiction over the notary public
43. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit	
• 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
44. Court document/s (Decision, Resolution, Order)	
• Certified True Copy from the court	Court where the case was filed
45. Immigration Record/s	
• Certified by BI	BI
46. DSWD Clearance	
• Original document issued by DSWD	DSWD
47. Police Clearance/Sundry	
• Original document issued by PNP	Police Station
48. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.)	
• Certified True Copy from the issuing office	SEC / DTI / BIR / SSS / BPLO
49. Barangay Clearance/Certificate	



<ul style="list-style-type: none"> Mayor's certification/clearance 		Mayor's Office			
50. 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			
51. Issuances by Philippine Embassy / Consulate to be used abroad					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Filing of documents for Authentication / Apostille					
Secure an Appointment					
1.1	Secure an appointment from dfancrsouth@gmail.com	Agency to schedule the applicant	None	1 to 2 days	CO Administrative Officer
On the day of Appointment					
1.	Present appointment email and fill out the Health Declaration Form.	1. Verify the appointment and issue a HDF for the applicant to fill out.	None	5 minutes	Information and Public Assistance Officer
2.	Present document/s for authentication for initial evaluation at the 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	Authentication Processor
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	Authentication Processor
5.	Present Authentication Slip and pay the appropriate authentication fee to the Cashier.	5. Collect the appropriate authentication fee from the applicant/ representative, as	Regular: PHP100 per document	5 minutes	Cashier



	indicated on the Authentication Slip.	Expedite: PHP200 per document		
	6. Encode and issue Apostille / Authentication Certificate. 6.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication Certificate upon confirmation.		2 Working Days and 6 Working Hours) 20 Days* (for special cases needing further verification by issuing agency outside the DFA)	<i>Authenticati on Backend</i> <i>Authenticati on 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. 3. Check accuracy and completeness of authenticated document/s received.	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>Authenticati on Releasing Personnel</i>
TOTAL:		Regular: PHP100 per document	Regular: 3 Days Expedite: 1 Working Day	



		Expedite: PHP200 per document		
Releasing of Pending and Correction documents				
1. Proceed to the Pending and Correction window for evaluation.	4. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area.	-	10 minutes	<i>Authenticati on 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>Authenticati on 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>Authenticati on Releasing Personnel</i>
4. Check accuracy and completeness of authenticated / Apostille document/s received.	4. Provide Client Feedback Form to the applicant/ representative.	-		
TOTAL:		None	45 minutes	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

2. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



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



<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>	<p>None</p>	<p>20 minutes waiting time</p> <p>10 minutes</p>	<p><i>Releasing Officer</i></p>
<p>Total</p>		<p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>	



3. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



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



<p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p>	<p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p>
<p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>
<p>2.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Airline/Hotel</p>
<p>3. Pregnant women</p>	<p>Printed Application Form with E-Receipt</p> <p>Medical certificate/records (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Hospital, Licensed physician</p>
<p>4. Minors aged seven (7) years and below</p> <p>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>
<p>4.1. Parent/s; or</p>	<p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>
<p>4.2 Legal guardian; or</p>	<p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Family Court</p>



4.3 Authorized representative	Printed Application Form with E-Receipt Special Power of Attorney (1 original)	passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA)
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer



7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.passport.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 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	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) DSWD Clearance (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
Renewal Adult Applicants FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA



Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School

ADDITIONAL REQUIREMENTS

<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure an appointment				
1. Secure an appointment from dfancrsouth@gmail.com	Agency to schedule the applicant	None	1 to 2 days	CO Administrative Officer
On day of appointment				
2. Present email appointment and fill	To verify appointment and issue/collect the HDF.	None	5 minutes	Information and Public Assistance Officer



out the Health Declaration Form				
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 5.1 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	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.



	<p>(Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *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	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>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.</p>			
<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>	<p>8. Receive the official receipt then verify and locate the passport 8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) NCR – West

EXTERNAL SERVICES



1. Authentication Services – 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)		
35. NBI Clearance/Sundry		
<ul style="list-style-type: none"> Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i> 	NBI	
36. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records		
<ul style="list-style-type: none"> Original document issued by PSA/NSO 	PSA	
<ul style="list-style-type: none"> For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i> 	Local Civil Registrar's Office	
37. School documents		
i. Elementary and High School Level (Form 137 and/or Diploma)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Elementary/High School	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from DepEd Regional Office 	DepEd Regional Office which has jurisdiction over the school	
j. Technical and Vocational Courses (TOR and/or Diploma/National Certificate)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Technical/Vocational School	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from TESDA 	TESDA Office which has jurisdiction over the school	
k. Private/Local Colleges and Universities (TOR and/or Diploma)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Private/Local College/University	



<ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from CHED 	CHED Office which has jurisdiction over the school
i. State Universities and Colleges (TOR and/or Diploma)	
<ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school 	State University/College
38. PRC document/s	
<ul style="list-style-type: none"> • Certified True Copy from PRC 	PRC
39. Medical Certificate/s	
e. For employment	
<ul style="list-style-type: none"> • DOH stamp per document 	DOH
f. For other purposes	
<ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate 	DOH
40. CAAP document/s	
<ul style="list-style-type: none"> • Certified by CAAP 	CAAP
41. Driver's License	
<ul style="list-style-type: none"> • Certification 	LTO (main branch only)
42. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity	
<ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments 	Notary Public
<ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) 	Regional Trial Court which has jurisdiction over the notary public
43. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit	
<ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) 	Regional Trial Court which has jurisdiction over the notary public
44. Court document/s (Decision, Resolution, Order)	
<ul style="list-style-type: none"> • Certified True Copy from the court 	Court where the case was filed
45. Immigration Record/s	
<ul style="list-style-type: none"> • Certified by BI 	BI
46. DSWD Clearance	
<ul style="list-style-type: none"> • Original document issued by DSWD 	DSWD
47. Police Clearance/Sundry	
<ul style="list-style-type: none"> • Original document issued by PNP 	Police Station
48. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.)	
<ul style="list-style-type: none"> • Certified True Copy from the issuing office 	SEC / DTI / BIR / SSS / BPLO
49. Barangay Clearance/Certificate	
<ul style="list-style-type: none"> • Mayor's certification/clearance 	Mayor's Office
50. 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



51. Issuances by Philippine Embassy / Consulate to be used abroad				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of documents for Authentication / Apostille				
Secure an appointment online				
1. Secure an appointment from ncrcentral.so@dfa.gov.ph	Agency to schedule the applicant.	None	1 to 2 days	CO Administrative Officer
On the day of appointment				
2. Present appointment email and fill out the Health Declaration Form	2. Verify the appointment and issue a HDF for the applicant to fill out.	None	5 minutes	Information and Public Assistance Officer
3. Present document/s for authentication for initial 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	Authentication Processor
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	Authentication Processor
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	Cashier
	7. Encode and issue Apostille / Authentication Certificate. 7.1 If for verification, confirm with issuing agency. Encode		2 Working Days and 6 Working Hours)	Authentication Backend Authentication



	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. 3. Check accuracy and completeness of authenticated document/s received.	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	Authentication Releasing Personnel
TOTAL:		Regular: PHP100 per document Expedite:	Regular: 3 Days Expedite: 1 Working Day	



		PHP200 per document		
Releasing of Pending and Correction documents				
1. Proceed to the Pending and Correction window for evaluation.	4. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area.	-	10 minutes	<i>Authentication Releasing Personnel</i>
2. Wait for name to be called at the Pending and Correction area.	2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	30 minutes	<i>Authentication Releasing Personnel</i>
3. Present government issued ID to claim the authenticated document/s. 4. Check accuracy and completeness of authenticated / Apostille document/s received.	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>
	TOTAL:	-	45 minutes	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

2. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: 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)	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	<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	<i>Processors</i>
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents	None	20 minutes waiting time 10 minutes	<i>Encoders</i>



	4.2 capture applicant's photo and biometrics			
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	20 minutes waiting time 10 minutes	<i>Releasing Officer</i>
Total		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	




3. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



		Relevant court		
*Some additional requirements stated above may be required to some applicants depending on their case.		Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	<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 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	20 minutes waiting time 10 minutes	<i>Releasing Officers</i>



<p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p>				
		<p>Total</p> <p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>	



4. Passport Services – Passport Courtesy Lane

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

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



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



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



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



	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID			
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID			
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP			
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI			
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court			
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure an appointment				
1. Secure an appointment from ncrwest.so@dfa.gov.ph	Agency to schedule the applicant	None	1 to 2 days	<i>CO Administrative Officer</i>
On the day of appointment				
9.1.1 Present the email appointment for verification and fill out the Health Declaration Form	1. Verify appointment and issue/collect HDF	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>
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>



<p>5. Wait for the issuance of queueing number in the front desk</p>	<p>5. Issue a queuing number for the qualified applicant. 5.1 Forward the filled-out passport application forms to the Verification Section</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Information and Public Assistance Officer</i></p>
<p>6. Wait for the number to be called inside the processing area</p>	<p>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</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Verifier</i></p>
<p>7. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>7.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>7.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>7. Receive the queuing number, conduct interviews and verify the authenticity of the documents</p> <p>7.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>7.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>7.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>7.2.2 If the applicant opted for delivery, cancel the old passport</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p>



	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	<p>8. Accept the payment based on the amount indicated in the official receipt</p> <p>8.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>	5 minutes	<i>Cashier</i>
9. Proceed to the Encoding Area	<p>9. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>9.1 Save the data of the applicant</p> <p>9.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>	None	15 minutes	<i>Encoder</i>
9.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.				



<p>10. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>10.1 Receive the passport</p>	<p>10. Receive the official receipt then verify and locate the passport</p> <p>10.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) Angeles, Pampanga

EXTERNAL SERVICES



Civil Registration Services

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.

1. Civil Registration Services – Report of Birth

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



- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	
A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother



B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate	Issuing Authority where the applicant was born



<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>	<p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino mother</p>
<p>B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	<p>Philippine Statistics Authority</p>
<p>B.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel 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>	<p>Client</p>
<p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	<p>Client</p>
<p>B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage</p>	<p>Client</p>
<p>B.1.10. Five (5) recent passport size photos of the child</p>	<p>Client</p>
<p>B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Any notary public</p>
<p>B.1.12. Notarized Affidavit of Delayed Registration</p>	<p>Any notary public</p>
<p>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</p>	<p>Bureau of Immigration/ Foreign Service Post</p>



parents and re-acquisition certificates 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.1.14 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	Bureau of Immigration/ Foreign Service Post



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



C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client



D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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"> ● Shusei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued 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 Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	



<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>
<p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	<p>Client</p>
<p>E.1.7 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>E.1.9 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>E.1.10 Five (5) recent passport size photo the child</p>	<p>Client</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



be registered at the nearest Philippine Embassy or Philippine Consulate	
<p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
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"> ● Shusseidoke No Kisai Jiko Shomeisho (Birth Notification Report issued 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> <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) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall 	Issuing Authority where the applicant was born



<ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
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) *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	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment by emailing angeles.rco@dfa.gov.ph along with the requirements.	1.1 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	2.1 Verifies the appointment and issues/collects the HDF	None	5 minutes	CO Information Officer
3. Submit the notarized duly-accomplished Report of Birth Form	3.1 Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
4. Submit the required documents to CRD Window for initial assessment and verification	<p>4.1 Receive and check the completeness of the listed requirements</p> <p>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>Incomplete requirements:</p> <p>4.1.1 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
5. Pay the required consular fees at the second floor Cashier.	<p>5.1 Accept the payment based on the required consular fee/s.</p> <p>5.2 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>	15 minutes	Cashier



		Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in		
6. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	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	



2. Civil Registration Services – 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
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties	PSA



<p>C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA</p> <p>C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p>	Foreign Authority
<p>C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>C.2.3.1. Photocopies of datapage</p> <p>C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p>	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties	
<p>D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p>	<p>PSA</p> <p>Foreign Authority</p>
<p>D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties</p> <p>D.1.4.1 Photocopies of datapage</p> <p>D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID</p>	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa	Client



(if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine



	Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client



E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following: <ul style="list-style-type: none"> • Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) • Koseki Tohon (latest Family Registry) • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> • Birth Certificate of Filipino spouse from the PSA • 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 • Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Client 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: <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) 	
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
F.1.9 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable	
F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i>	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment by emailing angeles.rco@dfa.gov.ph along with the requirements.	1. Verifies the requirements and sets the appointment.	None	1 to 2 days	CO Administrative Officer Civil Registration Desk
2. Present the appointment email and fills out the Health Declaration Form.	2. Verifies the appointment and issues/collects the HDF.	None	5 minutes	Information Officer
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of</p>	<p>10 minutes</p>	<p>Cashier</p>



		the Philippine Consulate General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL		USD 25 or *USD 50/ * USD 75	36 minutes	



3. Civil Registration Services – 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	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 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 4.1 Complete requirements: 4.1.1. Issue Civil Registry Request Form 4.1.2 Pay the appropriate consular fee/s 4.2 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.			
5. Pay the required consular fees at the second floor Cashier.	5. Accept the payment based on the required consular fee/s. 5.1 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
6. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	6. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL		USD 25 or *USD 50/ * USD 75	31 minutes	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – 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 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)	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)	PSA Notary Public



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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	<i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders



<p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p>	<p>5. check receipt and locate passport</p> <p>5.1 release the passport</p>	<p>None</p>	<p>20 minutes waiting time</p> <p>10 minutes</p>	<p><i>Releasing Officer</i></p>
<p>Total</p>		<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>	



5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



<p>*Some additional requirements stated above may be required to some applicants depending on their case.</p>		<p>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</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	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. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	20 minutes waiting time 10 minutes	Releasing Officers



5.4 present old passport for cancellation				
Total	<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>		



6. Passport Services – 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	passport.gov.ph
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or		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)
1.2. A travelling companion		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)
		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)	A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt	passport.gov.ph
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
		Printed Application Form with E-Receipt	passport.gov.ph
		Proof of relationship to the PWD (e.g. PSA birth certificate or PSA	Philippine Statistics Authority (PSA)



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



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



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



*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: 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 *children below 7 years old may avail the courtesy lane	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
For lost valid passport: Affidavit of Lost Police Report	Notary Public Relevant Police Station



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 lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from angeles.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer
3. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer



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



	<p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *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>



<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>7.1 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>12 days</p>	
<p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p>	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



**Consular Office (CO)
Antipolo, Rizal**

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – Report of Birth

Office or Division:	CONSULAR OFFICE ANTIPOLO
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. FOR CHILD WITH MARRIED PARENTS	
A.1 In case the party seeking registration the child born less than one (1) year old	
A.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
A.1.7. Passport of parents (current/ valid	Client



<p>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)</p>	
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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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
<p>a.2.5. First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel 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>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport 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



A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.7. 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 	<p>Client</p>
<p>B.1.8. Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	<p>Client</p>
<p>B.1.9. Five (5) recent passport size photos of the child</p>	
<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 re-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>	<p>Cashier</p>
<p>B.2 Child born is more than one (1) year old</p>	
<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>
<p>B.1.3. Birth Certificate</p>	<p>Issuing Authority where the applicant was born</p>
<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>	<p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino mother</p>



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 - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Child born less than one (1) year old	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from 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 Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following:	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)
<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 	Issuing Authority where the applicant was born



<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 -Photocopy of the passport datapage/ travel document -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 Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar 	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	
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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	Client



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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the child	Client
F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <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 info.coantipolo@gmail.com with attached scanned copies of requirements	1. To pre-evaluate application and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment	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 Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 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	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	



2. 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from 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. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa	Client



(if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then



	to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA



E.2.6 Notarized Affidavit of Delayed Registration	Any notary public	
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public	
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier	
F. For marriages solemnized in Japan		
F.1 Party being registered married less than one (1) year		
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public	
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority	
F.1.3. Original documents of the following:	Issuing Authority where the marriage took place	
<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 		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 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: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 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	10 minutes	Cashier



		<p>y in <i>Tokyo</i></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>	31 minutes	



3. Civil Registration Services – Report of Death

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from info.coantipolo@gmail.com with attached scanned copies of requirements	1. To pre-evaluate application and set an appointment	None	1 to 2 days	<i>CO Administrative Officer Civil Registry Desk</i>
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
TOTAL		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



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)	PSA Notary Public



If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)				
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)		Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost		
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)		Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD		
Adoption papers (present original, 1 photocopy)		Relevant Court		
PSA certificate of foundling (present original, 1 photocopy)		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	<i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders



<p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p>	<p>5. check receipt and locate passport</p> <p>5.1 release the passport</p>	<p>None</p>	<p>20 minutes waiting time</p> <p>10 minutes</p>	<p><i>Releasing Officer</i></p>
<p>Total</p>		<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>	



5. Renewal of a Regular Passport

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



		SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 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	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; Releasing: 30 minutes	
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6. 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
1. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)



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



	Valid Solo Parent Identification Card (present original and 1 photocopy)	
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA)
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy)	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.	onlineappform.passport.gov.ph Written request from the applicant and approval from the Department of Foreign Affairs (DFA)



	(1 original)	
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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: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity:	



School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
Renewal Adult Applicants FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School



ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from 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	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer



application form in the front desk				
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.	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.



	<p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <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>



<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>7.1 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. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>8.1 Receive the passport</p> <p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) Bacolod City, Negros Occidental

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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)
<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	Client



<p>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)</p>	
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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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
<p>a.2.5. First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel 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>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport 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



A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.7. 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 	<p>Client</p>
<p>B.1.8. Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	<p>Client</p>
<p>B.1.9. Five (5) recent passport size photos of the child</p>	
<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 re-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>	<p>Cashier</p>
<p>B.2 Child born is more than one (1) year old</p>	
<p>B.1.2. Five (5) original copies of duly accomplished Report of Birth</p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p>
<p><i>Item 20 should be notarized by any notary public</i></p>	<p>Notary Public</p>
<p>B.1.3. Birth Certificate</p>	<p>Issuing Authority where the applicant was born</p>
<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>	<p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino mother</p>



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 - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following:	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)
<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 	Issuing Authority where the applicant was born



<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 -Photocopy of the passport datapage/ travel document -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 Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar 	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	
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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	Client



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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the child	Client
F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <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	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer



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 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> <p>*Additional USD</p>	10 minutes	Cashier



		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	



2. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job	Client



contract or working permit (if working abroad at the time of marriage)	
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



<p>E.1.3. Birth Certificate of both parties</p> <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p>	<p>PSA</p> <p>Foreign Authority</p>
<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>	<p>Client</p>
<p>E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p>	<p>PSA</p>
<p>E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p>	<p>Cashier</p>
<p>E.2 Party being registered married more than one (1) year</p>	
<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>
<p>e.2.2 Marriage Contract</p>	<p>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>
<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>	<p>Client</p>
<p>E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)</p>	<p>PSA</p>
<p>E.2.6 Notarized Affidavit of Delayed Registration</p>	<p>Any notary public</p>
<p>e.2.7 Notarized Affidavit of Two (2) Disinterested persons</p>	<p>Any notary public</p>



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) 	
<ul style="list-style-type: none"> • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> • Birth Certificate of Filipino spouse from the PSA 	
<ul style="list-style-type: none"> • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	
<ul style="list-style-type: none"> • 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 	Client 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) 	
<ul style="list-style-type: none"> • Birth Certificate of Filipino spouse from the PSA 	
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	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>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine</p>	<p>10 minutes</p>	<p>Cashier</p>



		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		USD 25 or *USD 50/ * USD 75	31 minutes	



3. Civil Registration Services – 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	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 angeles.rco@dfa.gov.ph and email scanned copies of requirement.	1. To preevaluate requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of 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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



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



If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)		Notary Public		
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)		Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost		
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)		Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD		
Adoption papers (present original, 1 photocopy)		Relevant Court		
PSA certificate of foundling (present original, 1 photocopy)		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular or 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	<i>Processors</i>
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents	None	20 minutes waiting time 10 minutes	<i>Encoders</i>



	4.2 capture applicant's photo and biometrics			
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	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 electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



5. Passport Services – Regular Passport Services – 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 PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court



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



5.4 present old passport for cancellation				
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>Releasing: 30 minutes</p>	



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



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



6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS	passport.gov.ph onlineappform.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
7. Exceptional and emergency cases	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)	Agency/Employer
Printed Application Form through OPAS	Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <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	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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from angeles.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer



form in the front desk				
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 queuing 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 queuing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.



	<p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <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>



<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>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>			
<p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p>	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) Baguio City, Benguet

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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)
<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	Client



<p>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)</p>	
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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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
<p>a.2.5. First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel 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>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport 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



A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.7. 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 	<p>Client</p>
<p>B.1.8. Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	<p>Client</p>
<p>B.1.9. Five (5) recent passport size photos of the child</p>	
<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 re-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>	<p>Cashier</p>
<p>B.2 Child born is more than one (1) year old</p>	
<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>
<p>B.1.3. Birth Certificate</p> <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>	<p>Issuing Authority where the applicant was born</p> <p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino mother</p>



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 - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following:	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)
<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 	Issuing Authority where the applicant was born



<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 -Photocopy of the passport datapage/ travel document -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 Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar 	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	
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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	Client



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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the child	Client
F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <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	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 Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 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	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 (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



2. Civil Registration Services – 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
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job	Client



contract or working permit (if working abroad at the time of marriage)	
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



<p>E.1.3. Birth Certificate of both parties</p> <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p>	<p>PSA</p> <p>Foreign Authority</p>
<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>	<p>Client</p>
<p>E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p>	<p>PSA</p>
<p>E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p>	<p>Cashier</p>
<p>E.2 Party being registered married more than one (1) year</p>	
<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>
<p>e.2.2 Marriage Contract</p>	<p>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>
<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>	<p>Client</p>
<p>E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)</p>	<p>PSA</p>
<p>E.2.6 Notarized Affidavit of Delayed Registration</p>	<p>Any notary public</p>
<p>e.2.7 Notarized Affidavit of Two (2) Disinterested persons</p>	<p>Any notary public</p>



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) 	
• 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	
<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	
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	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	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction</p>	<p>10 minutes</p>	<p>Cashier</p>



		on of the Philippine Consulate General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL		USD 25 or *USD 50/ * USD 75	31	



3. Civil Registration Services – 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 appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements:	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<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 General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – 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 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)	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	PSA Notary Public




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	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD



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, 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	<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	20 minutes waiting time	<i>Releasing Officer</i>
5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport		10 minutes	
5.2 Verify all details in passport are correct.				



5.3 Sign on signature pad.				
Total		<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>	



5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



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

Notary Public
 Relevant Police Station
 Philippine Statistics Authority
 SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall,
 PhilPost, School ID
 Other government agencies
 Relevant court

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time 10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section 5.1 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	20 minutes waiting time 10 minutes	Releasing Officers



5.4 present old passport for cancellation				
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>Releasing: 30 minutes</p>	



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



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



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



*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: 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	Notary Public Relevant Police Station



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 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>



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



	<p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *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>



<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>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>			
<p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p>	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



**Consular Office (CO)
Butuan City, Agusan Del Norte**

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 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	Client



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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.7. 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 	<p>Client</p>
<p>B.1.8. Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	<p>Client</p>
<p>B.1.9. Five (5) recent passport size photos of the child</p>	
<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>	<p>Cashier</p>
<p>B.2 Child born is more than one (1) year old</p>	
<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>
<p>B.1.3. Birth Certificate</p> <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>	<p>Issuing Authority where the applicant was born</p> <p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino mother</p>



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 - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City 	Issuing Authority where the applicant was born



<p>Hall) or certified true copy with stamps from City Hall</p> <ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall 	Issuing Authority where the applicant was born



<ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
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
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar 	Any notary public/ Local Civil Registrar/ Foreign Service Post



<p>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</p>	
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2 In case the party seeking registration the child born more less than one (1) year old</p>	
<p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	<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> <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.2.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	<p>Client</p>
<p>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</p>	<p>Bureau of Immigration/ Foreign Service Post</p>



Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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) *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 via email from butuan.rco@dfa.gov.ph include as	1. To preevaluate the requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attachment a scanned copy of the requirements				
3. 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</p>	10 minutes	Cashier



		<p>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 (to be paid in PHP)		<p>USD 25</p> <p>or</p> <p>*USD 50/</p> <p>* USD 75</p>	31 minutes	



2. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job	Client



contract or working permit (if working abroad at the time of marriage)	
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



<p>E.1.3. Birth Certificate of both parties</p> <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p>	<p>PSA</p> <p>Foreign Authority</p>
<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>	<p>Client</p>
<p>E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p>	<p>PSA</p>
<p>E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p>	<p>Cashier</p>
<p>E.2 Party being registered married more than one (1) year</p>	
<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>
<p>e.2.2 Marriage Contract</p>	<p>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>
<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>	<p>Client</p>
<p>E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)</p>	<p>PSA</p>
<p>E.2.6 Notarized Affidavit of Delayed Registration</p>	<p>Any notary public</p>
<p>e.2.7 Notarized Affidavit of Two (2) Disinterested persons</p>	<p>Any notary public</p>



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) 	
• 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	
<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	
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post



F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
F.1.9 Notarized Affidavit of Two (2) Disinterested persons *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable	Any notary public
F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment via email from butuan.rco@dfa.gov.ph include as attachment a scanned copy of the requirements	1. To preevaluate the requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of</p>	<p>10 minutes</p>	<p>Cashier</p>



		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	



3. Civil Registration Services – Report of Death

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment via email from butuan.rco@dfa.gov.ph include as attachment a scanned copy of the requirements	2. To preevaluate the requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



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



If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)				
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)		Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost		
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)		Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD		
Adoption papers (present original, 1 photocopy)		Relevant Court		
PSA certificate of foundling (present original, 1 photocopy)		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> Php 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	<i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders



<p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p>	<p>5. check receipt and locate passport</p> <p>5.1 release the passport</p>	<p>None</p>	<p>20 minutes waiting time</p> <p>10 minutes</p>	<p><i>Releasing Officer</i></p>
<p>Total</p>		<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>	



5. Passport Services – Regular Passport Services – 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 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



<p>*Some additional requirements stated above may be required to some applicants depending on their case.</p>		<p>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</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	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. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	20 minutes waiting time 10 minutes	Releasing Officers



5.4 present old passport for cancellation				
Total		<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>	



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



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



6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS	passport.gov.ph onlineappform.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
7. Exceptional and emergency cases	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)	Agency/Employer
Printed Application Form through OPAS	Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <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	Notary Public PSA



PSA Birth certificate (if no photocopy of passport) Valid ID	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 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>



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



	<p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>	5 minutes	Cashier
7. Proceed to the Encoding Area	7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents	None	15 minutes	Encoder



<p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	<p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>			
<p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p>	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



**Consular Office (CO)
Cagayan De Oro City, Misamis Oriental**

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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)
<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	Client



- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	
A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother



B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate	Issuing Authority where the applicant was born



<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>	<p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino mother</p>
<p>B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	<p>Philippine Statistics Authority</p>
<p>B.1.5 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel 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>	<p>Client</p>
<p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	<p>Client</p>
<p>B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage</p>	<p>Client</p>
<p>B.1.10. Five (5) recent passport size photos of the child</p>	<p>Client</p>
<p>B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Any notary public</p>
<p>B.1.12. Notarized Affidavit of Delayed Registration</p>	<p>Any notary public</p>
<p>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</p>	<p>Bureau of Immigration/ Foreign Service Post</p>



parents and re-acquisition certificates 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.1.14 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	Bureau of Immigration/ Foreign Service Post



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



C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client



D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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"> • Shusei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued 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 Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	



<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>
<p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	<p>Client</p>
<p>E.1.7 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>E.1.9 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>E.1.10 Five (5) recent passport size photo the child</p>	<p>Client</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



be registered at the nearest Philippine Embassy or Philippine Consulate	
<p>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
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"> ● Shusseidoke No Kisai Jiko Shomeisho (Birth Notification Report issued 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> <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) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall 	Issuing Authority where the applicant was born



<ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
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) *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
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1. Secure an appointment from rco.cdo@gmail.com attaching a scanned copy of the requirements	1. To pre-evaluate the application and set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 3.1 Give the validated official receipt to the applicant.	USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for	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 (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



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



C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA	Foreign Authority
C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties	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	PSA
D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	
D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	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	Client



contract or working permit (if working abroad at the time of marriage)	
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties	



E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client
E.1.4.1 Photocopies of datapage	
E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties	
E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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 	
<ul style="list-style-type: none"> • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Philippine Statistics Authority 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: <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	
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Philippine Statistics Authority 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>	<p>Any notary public</p>
<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>	<p>Cashier</p>
<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
<p>1. Secure an appointment from rco.cdo@gmail.com attaching a scanned copy of the requirements</p>	<p>1. To preevaluate the application and set an appointment</p>	<p>None</p>	<p>1 to 2 days</p>	<p>CO Administrative Officer</p>
<p>2. On the day of appointment, present the email appointment and fill out the Health Declaration Form</p>	<p>2. Verify the appointment and issue/collect the HDF</p>	<p>None</p>	<p>5 minutes</p>	<p>Information Officer</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the notarized duly-accomplished Report of Marriage Form</p>	<p>1. Receive the Report of Marriage Form</p>	<p>None</p>	<p>1 minute</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>2. Submit the required documents to CRD Window 1 for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</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 General in</p>	<p>10 minutes</p>	<p>Cashier</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 Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



2. Civil Registration Services – 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	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 rco.cdo@gmail.com attaching a scanned copy of the requirements	1. To pre-evaluate the application and set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	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: 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 General in</p>	<p>10 minutes</p>	<p>Cashier</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 Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
TOTAL		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

3. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



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



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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular or 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	<i>Processors</i>
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents	None	20 minutes waiting time 10 minutes	<i>Encoders</i>



	4.2 capture applicant's photo and biometrics			
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	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 electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



4. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



<p>*Some additional requirements stated above may be required to some applicants depending on their case.</p>		<p>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</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	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. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	20 minutes waiting time 10 minutes	Releasing Officers



5.4 present old passport for cancellation				
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; Releasing: 30 minutes	



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



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



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



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



	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 queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport 5.2.2 If the applicant opted for delivery, cancel the old passport 5.3 Issue (1) an official receipt and; (2)	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.



	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 *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	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	None	15 minutes	<i>Encoder</i>
8. Return on the tentative release date indicated on the official receipt and present the original official receipt	8. Receive the official receipt then verify and locate the passport	None	10 minutes	<i>Releasing Personnel</i>



8.1 Receive the passport	8.1 Issue the passport to the applicants			
Total		Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport)	1 hour and 10 minutes	



Consular Office (CO) Calasiao, Pangasinan

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – Report of Birth

Office or Division:	CONSULAR OFFICE CALASIAO
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. FOR CHILD WITH MARRIED PARENTS	
A.1 In case the party seeking registration the child born less than one (1) year old	
A.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client



<p>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)</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
<p>A.2 In case the party seeking late registration the child born more than one (1) year old</p>	
<p>A.2.1 Five (5) original copies of duly accomplished Report of Birth <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) Notary Public</p>
<p>A.2.2 Birth Certificate</p>	Issuing Authority where the applicant was born
<p>Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<p>A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	Philippine Statistics Authority
<p>A.2.4. PSA Report of Marriage or Foreign Marriage Certificate</p>	Philippine Statistics Authority/ Country of Marriage
<p>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</p>	Client
<p>A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage</p>	Client



- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client



-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) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7. Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
B.1.8. Passport of parents (current/ valid passports) <ul style="list-style-type: none"> -Photocopy of passport datapage 	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <p><i>Item 20 should be notarized by any notary public</i></p>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
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.	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate



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.1.4 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 - 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	



C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client
C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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:	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.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall 	Issuing Authority where the applicant was born



<ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
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 Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar 	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	
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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	Client



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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the child	Client
F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <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	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer



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 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	



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



B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
B.5. Five (5) recent passport size photos of both parties	Client
B.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
B.7. Notarized Affidavit of Delayed Registration	Any notary public
B.8. Notarized Affidavit of Two (2) Disinterested persons	Any notary public
B.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs



C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/	Client



permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines



E.1.3. Birth Certificate of both parties	
E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client
E.1.4.1 Photocopies of datapage	
E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties	
E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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) 	
<ul style="list-style-type: none"> • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> • Birth Certificate of Filipino spouse from the PSA 	
<ul style="list-style-type: none"> • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	
<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) 	
<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) 	
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>	<p>Any notary public</p>
<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>	<p>Cashier</p>
<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
<p>1. Secure an appointment from calasiao.ro@dfa.gov.ph attaching a scanned copy of the requirements</p>	<p>1. To pre-evaluate the application and set an appointment</p>	<p>None</p>	<p>1 to 2 days</p>	<p>CO Administrative Officer</p>
<p>2. On the day of appointment, present the email appointment and fill out the Health Declaration Form</p>	<p>2. Verify the appointment and issue/collect the HDF</p>	<p>None</p>	<p>5 minutes</p>	<p>Information Officer</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the notarized duly-accomplished Report of Marriage Form</p>	<p>1. Receive the Report of Marriage Form</p>	<p>None</p>	<p>1 minute</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>2. Submit the required documents to CRD Window 1 for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</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>	<p>10 minutes</p>	<p>Cashier</p>



		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	3	



2. Civil Registration Services – 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	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 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	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: 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 General in</p>	<p>10 minutes</p>	<p>Cashier</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 Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
TOTAL		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

3. Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
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:	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, 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	<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	20 minutes waiting time 10 minutes	<i>Releasing Officer</i>



<p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p>				
<p>Total</p>	<p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>		



4. Passport Services – Regular Passport Service – Renewal of a Regular Passport

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



		SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time 10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section 5.1 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	20 minutes waiting time 10 minutes	Releasing Officers
Total		PHP 950.00 for regular <u>or</u> PHP	Application: 1 Hour and 15 minutes;	



	<p>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>Releasing: 30 minutes</p>	
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5. Passport Services – 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	
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)	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	Printed Application Form with E-Receipt Court Order (present original and 1 photocopy)	passport.gov.ph Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt Special Power of Attorney (1 original)	passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA)



	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost



Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
Renewal Adult Applicants FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> 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 queuing 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	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)	None	15 minutes	Verifier



	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 queuing 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> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>	None	15 minutes	<p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p>
6. 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	<i>Cashier</i>



	6.1 Give the validated official receipt to the applicant	<p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>		
7. Proceed to the Encoding Area	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	None	15 minutes	<i>Encoder</i>
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)		
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Consular Office (CO) Mandaue City, Cebu

External Services



1. Authentication Services – 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 <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i>	Local Civil Registrar's Office	
3. School documents		
a. Elementary and High School Level (Form 137 and/or Diploma)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Elementary/High School	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from DepEd Regional Office 	DepEd Regional Office which has jurisdiction over the school	
b. Technical and Vocational Courses (TOR and/or Diploma/National Certificate)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Technical/Vocational School	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from TESDA 	TESDA Office which has jurisdiction over the school	
c. Private/Local Colleges and Universities (TOR and/or Diploma)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Private/Local College/University	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from CHED 	CHED Office which has jurisdiction over the school	



d. State Universities and Colleges (TOR and/or Diploma)	
<ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school 	State University/College
4. PRC document/s	
<ul style="list-style-type: none"> • Certified True Copy from PRC 	PRC
5. Medical Certificate/s	
a. For employment	
<ul style="list-style-type: none"> • DOH stamp per document 	DOH
b. For other purposes	
<ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate 	DOH
6. CAAP document/s	
<ul style="list-style-type: none"> • Certified by CAAP 	CAAP
7. Driver's License	
<ul style="list-style-type: none"> • Certification 	LTO (main branch only)
8. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity	
<ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments 	Notary Public
<ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) 	Regional Trial Court which has jurisdiction over the notary public
9. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit	
<ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-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 letter (for representatives) to the Processor for evaluation.	3. Evaluate if documents presented by the applicant/ representative are complete and in order. Verify the signature of the official who signed the document. 3.1 Print and issue Authentication Slip to the applicant, indicating the date and time of release.	-	30 minutes	Authentication Processor
4. Present Authentication Slip and pay the appropriate authentication fee to the Cashier.	4. Collect the appropriate authentication fee from the applicant/ representative, as indicated on the Authentication Slip.	Regular: PHP100 per document Expedite: PHP200 per document	5 minutes	Cashier
	5. Encode and issue Apostille / Authentication Certificate.		2 Working Days and 6 Working Hours)	Authentication Backend



	5.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication Certificate upon confirmation.		20 Days* (for special cases needing further verification by issuing agency outside the DFA)	<i>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. 3. Check accuracy and completeness of authenticated document/s received.	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 Releasing Personnel</i>
TOTAL:		Regular: PHP100 per document Expedite: PHP200 per document	Regular: 3 Days Expedite: 1 Working Day	
Releasing of Pending and Correction documents				
1. Proceed to the Pending and Correction window for evaluation.	1. Interview applicant/ representative and review the document/s presented for correction or compliance	-	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. 3.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 3.2 Release authenticated/ Apostille document/s to the applicant/ representative.	-	5 minutes	<i>Authentication Releasing Personnel</i>
4. Check accuracy and completeness of authenticated / Apostille document/s received.	4. Provide Client Feedback Form to the applicant/ representative.	-		
TOTAL:		None	45 minutes	



CIVIL REGISTRATION SERVICES

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.

2. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 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 re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of	Client



parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post



B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage - 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) -Photocopy of passport datapage</p>	Client
B.1.10. Five (5) recent passport size photos of the child	Client
B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
B.1.12. Notarized Affidavit of Delayed Registration	Any notary public
B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
C.1 Child born more than one (1) year old	
<p>C.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>	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
<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.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
<p>C.1.4 First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel 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
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) -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 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"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents	Client



and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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 Philippine Peso)	Cashier



<p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	
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"> ● 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>
<p>E.1.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	<p>Client</p>
<p>E.1.7 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>E.1.9 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>E.1.10 Five (5) recent passport size photo the child</p>	<p>Client</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



Embassy or Philippine Consulate	
E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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	Bureau of Immigration/ Foreign Service Post



parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the child	Client
F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <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 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 Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 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	10 minutes	Cashier



		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	



3. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE CEBU
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client



B.5. Five (5) recent passport size photos of both parties	Client
B.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
B.7. Notarized Affidavit of Delayed Registration	Any notary public
B.8. Notarized Affidavit of Two (2) Disinterested persons	Any notary public
B.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority



C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	



D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority



E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following:	



<ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
F.1.9 Notarized Affidavit of Two (2) Disinterested persons	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) *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
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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 cebu.rco@dfa.gov.ph attaching a scanned copy of the requirements	1. To pre-evaluate the attached requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 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 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	
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4. Civil Registration Services – Report of Death

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from cebu.rco@dfa.gov.ph attaching a scanned copy of the requirements	1. To pre-evaluate the attached requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
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 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	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

5. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



Foreign Passport (original, 1 photocopy)	
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate 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, 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	<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	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 electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



6. Passport Services – Regular Passport Services – 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 Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies



		Relevant court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time 10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section 5.1 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	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	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



	appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)		
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7. Passport Services – 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
<p>1. Senior citizens</p> <p>A senior citizen may be accompanied by one (1) adult companion, provided that they are:</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p>
<p>1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>
<p>1.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Airline/Hotel</p>
<p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p>	<p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p>
<p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>



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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CORE REQUIREMENTS	
Printed Application Form with E-Receipt	passport.gov.ph
PSA Birth Certificate or Report of Birth (1 original, 1 photocopy)	Philippine Statistics Authority (PSA)
Acceptable Valid Government ID (1 original, 1 photocopy)	Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost



Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)	DSWD
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
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 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. 3.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	Information and Public Assistance Officer
4. Wait for the number to be called inside the processing area	4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter	None	15 minutes	Verifier
5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor	5. 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	Processor 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 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>	<p>5 minutes</p>	<p>Cashier</p>



<p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Encoder</i></p>
<p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p>	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) Clarin, Misamis Occidental

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – Report of Birth

Office or Division:	CONSULAR OFFICE CLARIN
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
A.1 In case the party seeking registration the child born less than one (1) year old	
A.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client



<p>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)</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
<p>A.2 In case the party seeking late registration the child born more than one (1) year old</p>	
<p>A.2.1 Five (5) original copies of duly accomplished Report of Birth <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) Notary Public</p>
<p>A.2.2 Birth Certificate</p>	<p>Issuing Authority where the applicant was born</p>
<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>	<p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent</p>
<p>A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	Philippine Statistics Authority
<p>A.2.4. PSA Report of Marriage or Foreign Marriage Certificate</p>	Philippine Statistics Authority/ Country of Marriage
<p>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</p>	Client
<p>A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage</p>	Client



- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document	Client



-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) <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7. Passport of parents (valid at the time of the birth of the child) <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
B.1.8. Passport of parents (current/ valid passports) <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	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate



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.1.4 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 - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post



C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Child born less than one (1) year old	
C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client
C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public



<p>D.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) 	<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 valid id or recent passport</p>	<p>Client</p>
<p>D.2.7 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	<p>Client</p>
<p>D.2.8 Five (5) recent passport size photos of the child</p>	<p>Client</p>
<p>D.2.9 PSA Birth Certificate of Filipino parent</p>	<p>Philippine Statistics Authority</p>
<p>D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>D.2.11 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>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</p>	<p>Bureau of Immigration/ Foreign Service Post</p>
<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>	<p>Cashier</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	
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 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) <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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2 In case the party seeking registration the child born more less than one (1) year old</p>	
<p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<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>



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> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City	Issuing Authority where the applicant was born



<p>Hall) or certified true copy with stamps from City Hall</p> <ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
<p>F.1.5 First passport or travel document of the child</p> <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 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 clarin.co@dfa.gov.ph attaching a scanned copy of the requirements	1. To pre-evaluate and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	<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 (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



2. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties	PSA



C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA	Foreign Authority
C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties	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	PSA
D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	
D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	
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	Client



(if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy



	in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client



E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following: <ul style="list-style-type: none"> ● Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) ● Koseki Tohon (latest Family Registry) ● If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> ● Birth Certificate of Filipino spouse from the PSA ● 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 ● Negative Certification of Marriage Record from the PSA 	Client
<ul style="list-style-type: none"> ● * 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: <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) 	
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
F.1.9 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable	
F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i>	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	
REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation; For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines; For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision For Widowed Foreign Spouse-submit Death Certificate of previous spouse	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from clarin.co@dfa.gov.ph attaching a scanned copy of the requirements	1. To pre-evaluate and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<p>2. Submit the required documents to CRD Window 1 for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those</p>	<p>10 minutes</p>	<p>Cashier</p>



		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	3	



3. Civil Registration Services – Report of Death

Office or Division:	CONSULAR OFFICE CLARIN
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Next of Kin of Filipino Citizens died abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
Five (5) photocopies of the following: 1. Death Certificate	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	PROCES SING TIME	PERSON RESPONSIBLE
1. Secure an appointment from clarin.co@dfa.gov.ph attaching a scanned copy of the requirements	1. To pre-evaluate and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers_ (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
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	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents	None	20 minutes waiting time 10 minutes	Encoders



	4.2 capture applicant's photo and biometrics			
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	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 electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE CLARIN
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<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	PERS ON RESP ONSI BLE
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. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	20 minutes waiting time 10 minutes	Releasing Officers



<p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p>				
<p>Total</p>		<p>PHP 950.00 for regular <u>or</u> PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>	



6. Passport Services – 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
1. Senior citizens	<p>A senior citizen may be accompanied by one (1) adult companion, provided that they are:</p> <p>1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p> <p>1.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p>
		<p>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>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>
2. Persons with disabilities (PWDs)	<p>A PWD may be accompanied by one (1) adult companion, provided that they are:</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>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>Printed Application Form with E-Receipt</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>



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



6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA)
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	



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



	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from 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

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



<p>2. Submit the required documents to Front Desk Personnel for initial assessment and verification</p>	<p>2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Information and Public Assistance Officer</i></p>
<p>3. Wait for the issuance of queuing number in the front desk</p>	<p>3. Issue a queuing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Information and Public Assistance Officer</i></p>
<p>4. Wait for the number to be called inside the processing area</p>	<p>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</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Verifier</i></p>
<p>5. When the number is called, proceed to the Processing Counter and give the queuing 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>None</p>	<p>15 minutes</p>	<p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p>



	<p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *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>



<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>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>			
<p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p>	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) Cotabato City, Maguindanao

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
A.1.7. Passport of parents (current/ valid passports)	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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client



A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - 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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.7. 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 	<p>Client</p>
<p>B.1.8. Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	<p>Client</p>
<p>B.1.9. Five (5) recent passport size photos of the child</p>	
<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 re-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>	<p>Cashier</p>
<p>B.2 Child born is more than one (1) year old</p>	
<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>
<p>B.1.3. Birth Certificate</p>	<p>Issuing Authority where the applicant was born</p>
<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>	<p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino mother</p>
<p>B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	<p>Philippine Statistics Authority</p>
<p>B.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 	<p>Client</p>
<p>B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



<ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>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> <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>B.1. 9 Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	Client
B.1.10. Five (5) recent passport size photos of the child	Client
B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
B.1.12. Notarized Affidavit of Delayed Registration	Any notary public
B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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	
<p>C.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>	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
<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.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) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Child born less than one (1) year old	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from 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 <i>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 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"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian,	Client



British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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	Bureau of Immigration/ Foreign Service Post



child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
D.2.12 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 <i>Item 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 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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2 In case the party seeking registration the child born more less than one (1) year old</p>	
<p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	<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 <p>-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.2.6 Passport of parents (valid at the time of the birth of the child)</p>	<p>Client</p>



<p>-Photocopy of passport 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>	
<p>E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.</p>	<p>Bureau of Immigration/ Foreign Service Post</p>
<p>E.2.8 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.2.9 PSA Birth certificate of Filipino parent</p>	<p>Philippine Statistics Authority</p>
<p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - 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>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	<p>Cashier</p>
<p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p>	
<p>F.1 Child born more than one (1) year old</p>	
<p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p>
<p><i>Item 20 should be notarized by any notary public</i></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 -Photocopy of the passport datapage/ travel 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>	<p>Client</p>
<p>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</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>
<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.</p>	<p>Bureau of Immigration/ Foreign Service Post</p>
<p>F.1.9 PSA Birth certificate of the Filipino mother</p>	<p>Philippine Statistics Authority</p>
<p>F.1.10 Notarized Affidavit of Illegitimacy</p>	<p>Any notary public</p>
<p>F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Any notary public</p>
<p>F.1.12 Notarized Affidavit of Delayed Registration</p>	<p>Any notary public</p>
<p>F.1.13 Five (5) recent passport size photo the child</p>	<p>Client</p>
<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>	<p>Cashier</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from rcocotabato@yahoo.com attaching a scanned copy of the requirements	1. To pre-evaluate and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 3.1 Give the validated official receipt to the applicant.	USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those	10 minutes	Cashier



		<p>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>		
<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. 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 (to be paid in PHP)		<p>USD 25 or *USD 50/ * USD 75</p>	31 minutes	



2. Civil Registration Services – 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
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority



B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
B.5. Five (5) recent passport size photos of both parties	Client
B.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
B.7. Notarized Affidavit of Delayed Registration	Any notary public
B.8. Notarized Affidavit of Two (2) Disinterested persons	Any notary public
B.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public



C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client



D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	



E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority



E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following: <ul style="list-style-type: none"> ● Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) ● Koseki Tohon (latest Family Registry) ● If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> ● Birth Certificate of Filipino spouse from the PSA ● 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 ● 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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following: <ul style="list-style-type: none"> • Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) • Koseki Tohon (latest Family Registry) • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
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 RESPONSIB LE
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
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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	<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	



3. Civil Registration Services – 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	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 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	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



	<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>			ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
<p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p>	<p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL		<p>USD 25 or</p> <p>*USD 50/ *</p> <p>USD 75</p>	31 minutes	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
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)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost



Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)				
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)		Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD		
Adoption papers (present original, 1 photocopy)		Relevant Court		
PSA certificate of foundling (present original, 1 photocopy)		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular or Php 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section	5. check receipt and locate passport 5.1 release the passport	None	20 minutes waiting time 10 minutes	Releasing Officer



<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>Total</p>	<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>		



5. Passport Services – Regular Passport Services – 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 <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	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; Releasing: 30 minutes	
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6. Passport Services – Courtesy Lane

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

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



<p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>
<p>2.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Airline/Hotel</p>
<p>3. Pregnant women</p>	<p>Printed Application Form with E-Receipt</p> <p>Medical certificate/records (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Hospital, Licensed physician</p>
<p>4. Minors aged seven (7) years and below</p> <p>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>
<p>4.1. Parent/s; or</p>	<p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>
<p>4.2 Legal guardian; or</p>	<p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Family Court</p>
<p>4.3 Authorized representative</p>	<p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p>	<p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/Philippine</p>



		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 <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
<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 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
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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 queuing 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	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 queuing 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	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	None	15 minutes	Processor Note: The processors are assigned on each designated window on a rotational basis daily.



<p>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 *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>	<p>5 minutes</p>	<p>Cashier</p>



		expired electronic passport		
7. Proceed to the Encoding Area 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents 7.1 Save the data of the applicant 7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.	None	15 minutes	<i>Encoder</i>
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	



Consular Office (CO) Dasmariñas, Cavite

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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)
<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	Client



<p>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)</p>	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.7. 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 	<p>Client</p>
<p>B.1.8. Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	<p>Client</p>
<p>B.1.9. Five (5) recent passport size photos of the child</p>	
<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 re-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>	<p>Cashier</p>
<p>B.2 Child born is more than one (1) year old</p>	
<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>
<p>B.1.3. Birth Certificate</p>	<p>Issuing Authority where the applicant was born</p>
<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>	<p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino mother</p>



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 - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following:	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.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall 	Issuing Authority where the applicant was born



<ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
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 Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar 	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	
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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	Client



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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the child	Client
F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <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 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 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 Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 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	10 minutes	Cashier



		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	



2. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public	
A.2. Marriage Certificate	Issuing Authority where the marriage took place	
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable	
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client	
A.5. Five (5) recent passport size photos of both parties	Client	
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority	
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier	
B. In case party being registered married for more than 1 year		
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public	
B.2. Marriage Certificate	Issuing Authority where the marriage took place	
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority	
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA	PSA



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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job	Client



contract or working permit (if working abroad at the time of marriage)	
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



<p>E.1.3. Birth Certificate of both parties</p> <p>E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.</p> <p>E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p>	<p>PSA</p> <p>Foreign Authority</p>
<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>	<p>Client</p>
<p>E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)</p>	<p>PSA</p>
<p>E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso</p>	<p>Cashier</p>
<p>E.2 Party being registered married more than one (1) year</p>	
<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>
<p>e.2.2 Marriage Contract</p>	<p>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>
<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>	<p>Client</p>
<p>E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)</p>	<p>PSA</p>
<p>E.2.6 Notarized Affidavit of Delayed Registration</p>	<p>Any notary public</p>
<p>e.2.7 Notarized Affidavit of Two (2) Disinterested persons</p>	<p>Any notary public</p>



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 	
<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) 	
<ul style="list-style-type: none"> ● Birth Certificate of Filipino spouse from the PSA 	
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	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</p>	<p>10 minutes</p>	<p>Cashier</p>



		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		USD 25 or *USD 50/ * USD 75	31 minutes	



3. Civil Registration Services – 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	Foreign Authority
2. Certificate of Sealing of Casket	Philippine Foreign Service Post
3. Autopsy/Embalming Report	Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from dfa.co.dasmarinas@gmail.com attaching a scanned copy of the requirements	1. To pre-evaluate the attached requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

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



PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
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	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents	None	20 minutes waiting time 10 minutes	Encoders



	4.2 capture applicant's photo and biometrics			
5. On the estimated date of release, proceed to the Releasing Section 5.1 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	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 electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



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



5.4 present old passport for cancellation				
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>Releasing: 30 minutes</p>	



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



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



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



PSA Birth certificate (if no photocopy of passport) Valid ID	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 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>



<p>2. Submit the required documents to Front Desk Personnel for initial assessment and verification</p>	<p>2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Information and Public Assistance Officer</i></p>
<p>3. Wait for the issuance of queueing number in the front desk</p>	<p>3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Information and Public Assistance Officer</i></p>
<p>4. Wait for the number to be called inside the processing area</p>	<p>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</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Verifier</i></p>
<p>5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>5. Receive the 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>None</p>	<p>15 minutes</p>	<p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p>



	<p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *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>



<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>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>			
<p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p>	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) Davao City, Davao Del Sur

EXTERNAL SERVICES



1. Authentication Services – 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 <i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i>	Local Civil Registrar's Office	
3. School documents		
a. Elementary and High School Level (Form 137 and/or Diploma)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Elementary/High School	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from DepEd Regional Office 	DepEd Regional Office which has jurisdiction over the school	
b. Technical and Vocational Courses (TOR and/or Diploma/National Certificate)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Technical/Vocational School	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from TESDA 	TESDA Office which has jurisdiction over the school	
c. Private/Local Colleges and Universities (TOR and/or Diploma)		
<ul style="list-style-type: none"> Certified True Copy from the school 	Private/Local College/University	
<ul style="list-style-type: none"> Certification, Authentication and Verification (CAV) from CHED 	CHED Office which has jurisdiction over the school	



d. State Universities and Colleges (TOR and/or Diploma)	
<ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school 	State University/College
4. PRC document/s	
<ul style="list-style-type: none"> • Certified True Copy from PRC 	PRC
5. Medical Certificate/s	
a. For employment	
<ul style="list-style-type: none"> • DOH stamp per document 	DOH
b. For other purposes	
<ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate 	DOH
6. CAAP document/s	
<ul style="list-style-type: none"> • Certified by CAAP 	CAAP
7. Driver's License	
<ul style="list-style-type: none"> • Certification 	LTO (main branch only)
8. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity	
<ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments 	Notary Public
<ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) 	Regional Trial Court which has jurisdiction over the notary public
9. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit	
<ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-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 <i>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 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. 5.1 If for verification, confirm with issuing		2 Working Days and 6 Working Hours) 20 Days*	<i>Authentication Backend</i> <i>Authentication</i>



	agency. Encode and issue Apostille / Authentication Certificate upon confirmation.		(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	Authentication Releasing Personnel
3. Check accuracy and completeness of authenticated document/s received.	3. Provide Client Feedback Form to the applicant/ representative	-		
TOTAL:		Regular: PHP100 per document Expedite: PHP200 per document	Regular: 3 Days Expedite: 1 Working Day	
Releasing of Pending and Correction documents				
1. Proceed to the Pending and Correction window for evaluation.	1. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area.	-	10 minutes	Authentication Releasing Personnel



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	

*Authentication/Apostille requiring Verification qualified for multi-stage processing.



CIVIL REGISTRATION SERVICES

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.

2. Civil Registration Services – 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)
<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	Client



the child	
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an	Client



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	
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post



B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <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>B.1. 9 Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	Client
B.1.10. Five (5) recent passport size photos of the child	Client
B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
B.1.12. Notarized Affidavit of Delayed Registration	Any notary public
B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
C.1 Child born more than one (1) year old	
<p>C.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>	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
<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.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
<p>C.1.4 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
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) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Child born less than one (1) year old	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from 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 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"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of	Client



parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



<p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2 In case the party seeking registration the child born more less than one (1) year old</p>	
<p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	<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>



E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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	Client



Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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 davao.rco@dfa.gov.ph attaching a scanned copy of the requirements	1. To pre-evaluate the attached requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<p>2. Submit the required documents to CRD Window for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL (to be paid in PHP)</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



3. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE DAVAO
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
B.5. Five (5) recent passport size photos of both parties	Client



B.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
B.7. Notarized Affidavit of Delayed Registration	Any notary public
B.8. Notarized Affidavit of Two (2) Disinterested persons	Any notary public
B.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage	Client



C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties	
D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
D.1.4.1 Photocopies of datapage	
D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage	Downloadable from 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 D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier



E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following: <ul style="list-style-type: none"> ● Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) ● Koseki Tohon (latest Family Registry) ● If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
● 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) *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: <ul style="list-style-type: none"> ● Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) ● Koseki Tohon (latest Family Registry) ● If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
F.1.9 Notarized Affidavit of Two (2) Disinterested persons *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable	Any notary public
F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation; For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines; For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision For Widowed Foreign Spouse-submit Death Certificate of previous spouse	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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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	<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</p>	10 minutes	Cashier



		<p>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>	31 minutes	



4. Civil Registration Services – 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	Foreign Authority
2. Certificate of Sealing of Casket	Philippine Foreign Service Post
3. Autopsy/Embalming Report	Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from davao.rco@dfa.gov.ph attaching a scanned copy of the requirements	1. To pre-evaluate the attached requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
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 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	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

5. Passport Services – Regular Passport Services – 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



PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost



Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)				
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)		Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD		
Adoption papers (present original, 1 photocopy)		Relevant Court		
PSA certificate of foundling (present original, 1 photocopy)		PSA		
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	<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	20 minutes waiting time 10 minutes	<i>Releasing Officer</i>



Total	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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6. Passport Services – Regular Passport Services – 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 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
<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 or 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 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	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; Releasing: 30 minutes	



	appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)		
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7. Passport Services – 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
1. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
2.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel



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



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

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



If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
Renewal Adult Applicants FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt	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	
<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	<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.	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.



	<p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>	5 minutes	<i>Cashier</i>
7. Proceed to the Encoding Area	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.1 Check the encoded data on the monitor and</p>	None	15 minutes	<i>Encoder</i>



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 8.1 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	



Consular Office (CO) Dumaguete City, Negros Oriental

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – Report of Birth

Office or Division:	CONSULAR OFFICE DUMAGUETE
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
A.1 In case the party seeking registration the child born less than one (1) year old	
A.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
A.1.7. Passport of parents (current/ valid	Client



<p>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)</p>	
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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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
<p>a.2.5. First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel 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>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport 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



A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.7. 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 	<p>Client</p>
<p>B.1.8. Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	<p>Client</p>
<p>B.1.9. Five (5) recent passport size photos of the child</p>	
<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>	<p>Cashier</p>
<p>B.2 Child born is more than one (1) year old</p>	
<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>
<p>B.1.3. Birth Certificate</p>	<p>Issuing Authority where the applicant was born</p>
<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>	<p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino mother</p>



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 - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City 	Issuing Authority where the applicant was born



<p>Hall) or certified true copy with stamps from City Hall</p> <ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall 	Issuing Authority where the applicant was born



<ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
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 Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar 	Any notary public/ Local Civil Registrar/ Foreign Service Post



<p>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</p>	
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2 In case the party seeking registration the child born more less than one (1) year old</p>	
<p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	<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> <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.2.6 Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport datapage</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	<p>Client</p>
<p>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</p>	<p>Bureau of Immigration/ Foreign Service Post</p>



Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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) *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 rcodumagete@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 Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 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	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	



2. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA	PSA



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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	



D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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 <i>Item 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)	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) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:
 For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from rcodumaguete@gmail.com attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of 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 when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<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 General in</p>	<p>10 minutes</p>	<p>Cashier</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. (Applicant to keep the original copy of receipt)</p>	<p>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</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or</p>	<p>31 minutes</p>	



	*USD 50/ * USD 75		
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3. Civil Registration Services – 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	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 rcodumaguete@gmail.com attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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 Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – 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



PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original)	Notary Public



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 or 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	<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	20 minutes waiting time	<i>Releasing Officer</i>
5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport		10 minutes	
5.2 Verify all details in passport are correct.				
5.3 Sign on signature pad.				



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; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – 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 Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID



		Other government agencies Relevant court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*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	20 minutes waiting time 10 minutes	Releasing Officers
Total		PHP 950.00 for regular or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;	



	<p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Releasing: 30 minutes</p>	
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6. Passport Services – 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 A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)



<p>2.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Airline/Hotel</p>
<p>3. Pregnant women</p>	<p>Printed Application Form with E-Receipt</p> <p>Medical certificate/records (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Hospital, Licensed physician</p>
<p>4. Minors aged seven (7) years and below</p> <p>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>
<p>4.1. Parent/s; or</p>	<p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>
<p>4.2 Legal guardian; or</p>	<p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Family Court</p>
<p>4.3 Authorized representative</p>	<p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p>	<p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p>
<p>5. Solo parents</p>	<p>Printed Application Form with E-Receipt</p> <p>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>
<p>6. Overseas Filipino Workers (OFWs)</p>	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>Overseas Worker Welfare</p>



		Administration (OWWA)
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public



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



	Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from rcodumaquete@gmail.com	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	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 queuing 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	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



<p>5. When the number is called, proceed to the Processing Counter and give the queuing 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> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Processor</i></p> <p>Note: The processors are assigned on each designated window on a 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 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</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>



		<p>parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>		
<p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section 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	



Consular Office (CO) General Santos City, South Cotabato

External Services



CIVIL REGISTRATION SERVICES

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.

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



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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client



A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar	Any notary public/ Local Civil Registrar/ Foreign Service Post



- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	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 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 <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 re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Child born less than one (1) year old	
C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client



C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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
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
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 <i>Item 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"> ● Shusseki Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> ● Shusei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
E.2.5 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an 	Client



<p>Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	
<p>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</p>	<p>Client</p>
<p>E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.</p>	<p>Bureau of Immigration/ Foreign Service Post</p>
<p>E.2.8 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.2.9 PSA Birth certificate of Filipino parent</p>	<p>Philippine Statistics Authority</p>
<p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - 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>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	<p>Cashier</p>
<p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p>	



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"> ● 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
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)	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 gensan.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s.	USD25 (To be paid in Philippine Peso)	10 minutes	Cashier



	3.1 Give the validated official receipt to the applicant.	<p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	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	



2. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	



D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client



E.1.4.1 Photocopies of datapage	
E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties	
E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client
E.2.4.1 Photocopies of datapage	
E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following:	



<ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from gensan.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of 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 when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<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 General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



3. Civil Registration Services – Report of Death

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from gensan.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – 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: 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	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad.	5. check receipt and locate passport 5.1 release the passport	None	20 minutes waiting time 10 minutes	Releasing Officer



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; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



		SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	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	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; Releasing: 30 minutes	
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6. Passport Services – 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
	2. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
	1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
	1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
	2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/Municipal Social Welfare and Development Office (MSWDO)



2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
2.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy)	passport.gov.ph Hospital, Licensed physician
4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:	Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
4.1. Parent/s; or	Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt Court Order (present original and 1 photocopy)	passport.gov.ph Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt Special Power of Attorney (1 original)	passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General



5. Solo parents	<p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p>
6. Overseas Filipino Workers (OFWs)	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.p assport.gov.ph</p> <p>Overseas Worker Welfare Administration (OWWA)</p>
	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid employment contract (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.p assport.gov.ph</p> <p>Agency/Employer</p>
	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.p assport.gov.ph</p> <p>Embassy or Consulate</p>
	<p>Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)</p>	<p>Maritime Industry Authority (MARINA)</p>
	<p>Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)</p>	<p>Agency/Employer</p>
7. Exceptional and emergency cases	<p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs;</p>	<p>onlineappform.p assport.gov.ph</p> <p>Written request from the applicant and</p>



	2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	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: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate	School Relevant Church



NBI Clearance	NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) 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	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 gensan.rc@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 queuing number in the front desk	3. Issue a queuing 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	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 queuing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport 5.2.2 If the applicant opted for delivery, cancel the old passport 5.3 Issue (1) an official receipt and; (2)	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.



	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 *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	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	None	15 minutes	<i>Encoder</i>
8. Return on the tentative release date indicated on the official receipt and present the original official receipt	8. Receive the official receipt then verify and locate the passport	None	10 minutes	<i>Releasing Personnel</i>



8.1 Receive the passport	8.1 Issue the passport to the applicants			
Total		Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport)	1 hour and 10 minutes	



Consular Office (CO) San Nicolas, Ilocos Norte

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client



A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar	Any notary public/ Local Civil Registrar/ Foreign Service Post



- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	
B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 <i>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)	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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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) -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 -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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) <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier



E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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 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



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>E.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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2 In case the party seeking registration the child born more less than one (1) year old</p>	
<p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> ● Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall ● Boshi Techo (Maternity Registry Book) ● Koseki Tohon (latest Family Registry) 	<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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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	Client



-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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 sannicolos.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
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<p>1. Submit the notarized duly-accomplished Report of Birth Form</p>	<p>1. Receive the Report of Birth Form</p>	<p>None</p>	<p>1 minute</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>2. Submit the required documents to CRD Window for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the</p>	<p>10 minutes</p>	<p>Cashier</p>



		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	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE ILOCOS NORTE
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	



D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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 <i>Item 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)	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) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:
 For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from sannicolos.co@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<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 General in</p>	<p>10 minutes</p>	<p>Cashier</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. (Applicant to keep the original copy of receipt)</p>	<p>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</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or</p>	<p>31 minutes</p>	



	*USD 50/ * USD 75		
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3. Civil Registration Services – Report of Death

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from sannicolos.co@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – 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: 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, 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	<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	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 electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE ILOCOS NORTE
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
<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 or PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*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	20 minutes waiting time 10 minutes	Releasing Officers
Total		PHP 950.00 for regular or PHP 1200 for expedite	Application: 1 Hour and 15 minutes;	



	<p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Releasing: 30 minutes</p>	
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6. Passport Services – 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
2. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)



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



		Overseas Worker Welfare Administration (OWWA)
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.pasport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.pasport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS 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 System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA),



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



Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
Renewal Adult Applicants FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> 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 sannicolos.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 queuing 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	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 queuing number and necessary documents	5. Receive the queuing number, conduct interviews and verify the	None	15 minutes	Processor Note: The processors are assigned on each



<p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			<p>designated window on a rotational basis daily.</p>
<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 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option</p>	<p>5 minutes</p>	<p>Cashier</p>



		<p>to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>		
<p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section 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	



Consular Office (CO) Iloilo City, Iloilo

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client



A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar	Any notary public/ Local Civil Registrar/ Foreign Service Post



- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	
B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 <i>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)	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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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) -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 -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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) <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier



E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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 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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2 In case the party seeking registration the child born more less than one (1) year old</p>	
<p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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	Client



-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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 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
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<p>1. Submit the notarized duly-accomplished Report of Birth Form</p>	<p>1. Receive the Report of Birth Form</p>	<p>None</p>	<p>1 minute</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>2. Submit the required documents to CRD Window for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the</p>	<p>10 minutes</p>	<p>Cashier</p>



		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	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE ILOILO
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage	Downloadable from 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following: • Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report)	Issuing Authority where the marriage took place



<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from iloilo.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 3.1 Give the validated official receipt to the applicant.	USD25 (To be paid in Philippine Peso)	10 minutes	Cashier



		<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	



3. Civil Registration Services – 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)
<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 Iloilo.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost



Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)				
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)		Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD		
Adoption papers (present original, 1 photocopy)		Relevant Court		
PSA certificate of foundling (present original, 1 photocopy)		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular or Php 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section	5. check receipt and locate passport 5.1 release the passport	None	20 minutes waiting time 10 minutes	Releasing Officer



<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>Total</p>	<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>		



5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE ILOILO
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> 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, 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 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	20 minutes waiting time 10 minutes	<i>Releasing Officers</i>



Total	PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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6. Passport Services – Courtesy Lane

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

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



2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
2.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy)	passport.gov.ph Hospital, Licensed physician
4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:	Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
4.1. Parent/s; or	Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt Court Order (present original and 1 photocopy)	passport.gov.ph Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt Special Power of Attorney (1 original)	passport.gov.ph Notary Public or Philippine Embassy/Philippine



		Consulate General
5. Solo parents	Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA)
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)



	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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:	Local Civil Registry PSA



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



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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from iloilo.rc@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	<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 5.1.1 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	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.



	<p>passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *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>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) San Fernando City, La Union

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 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	Client



the child	
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an	Client



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	
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post



B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>B.1.8 Passport of parents (valid at the time of the birth of the child)</p> <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>B.1. 9 Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	Client
B.1.10. Five (5) recent passport size photos of the child	Client
B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
B.1.12. Notarized Affidavit of Delayed Registration	Any notary public
B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
C.1 Child born more than one (1) year old	
<p>C.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>	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
<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.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
<p>C.1.4 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
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) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Child born less than one (1) year old	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from 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 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"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of	Client



parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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 Philippine Peso)	Cashier



<p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2 In case the party seeking registration the child born more less than one (1) year old</p>	
<p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<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</p>	<p>Bureau of Immigration/ Foreign Service Post</p>



Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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	Client



-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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 launion.roco@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
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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> <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	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE LA UNION
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
B.5. Five (5) recent passport size photos of both parties	Client



B.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
B.7. Notarized Affidavit of Delayed Registration	Any notary public
B.8. Notarized Affidavit of Two (2) Disinterested persons	Any notary public
B.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage	Client



C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties	
D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
D.1.4.1 Photocopies of datapage	
D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage	Downloadable from 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 D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier



E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following: <ul style="list-style-type: none"> • Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) • Koseki Tohon (latest Family Registry) • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> • Birth Certificate of Filipino spouse from the PSA 	
<ul style="list-style-type: none"> • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Philippine Statistics Authority 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 	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) *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: <ul style="list-style-type: none"> • Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) • Koseki Tohon (latest Family Registry) • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
F.1.9 Notarized Affidavit of Two (2) Disinterested persons *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable	Any notary public
F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation; For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines; For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision For Widowed Foreign Spouse-submit Death Certificate of previous spouse	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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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</p>	10 minutes	Cashier



		<p>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	



3. Civil Registration Services – 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)
<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 launion.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements:	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 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	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – 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 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)	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:	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		
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	<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	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	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



	<p>(paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>		
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE LA UNION
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> 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, 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 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	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)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



	(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)		
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6. Passport Services – 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
1. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)



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



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

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



PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost



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



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from launion.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queuing 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	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 queuing 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	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	None	15 minutes	Processor Note: The processors are assigned on each designated window on a rotational basis daily.



<p>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 women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>
<p>7. Proceed to the Encoding Area</p>	<p>7. Encode the applicant's biographical data,</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Encoder</i></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>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>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) Legazpi City, Albay

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client



A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar	Any notary public/ Local Civil Registrar/ Foreign Service Post



- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	
B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 <i>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)	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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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) -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 -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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) <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier



E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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 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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2 In case the party seeking registration the child born more less than one (1) year old</p>	
<p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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	Client



-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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 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
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<p>1. Submit the notarized duly-accomplished Report of Birth Form</p>	<p>1. Receive the Report of Birth Form</p>	<p>None</p>	<p>1 minute</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>2. Submit the required documents to CRD Window for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the</p>	<p>10 minutes</p>	<p>Cashier</p>



		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	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE LEGAZPI	
Classification:	Highly Technical	
Type of Transaction:	G2C- Government to Citizens	
Who may avail:	Filipino Citizens married abroad	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. In case party being registered married less than one (1) year		
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public	
A.2. Marriage Certificate	Issuing Authority where the marriage took place	
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable	
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client	
A.5. Five (5) recent passport size photos of both parties	Client	
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority	
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier	
B. In case party being registered married for more than 1 year		
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public	
B.2. Marriage Certificate	Issuing Authority where the marriage took place	
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority	



B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
B.5. Five (5) recent passport size photos of both parties	Client
B.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
B.7. Notarized Affidavit of Delayed Registration	Any notary public
B.8. Notarized Affidavit of Two (2) Disinterested persons	Any notary public
B.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties	



C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA	PSA
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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job	Client



contract or working permit (if working abroad at the time of marriage)	
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	PSA



E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	Foreign Authority
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 E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	



F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public	
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority	
F.1.3. Original documents of the following:	Issuing Authority where the marriage took place	
<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) *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) 		
<ul style="list-style-type: none"> 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	



<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	<p>Any notary public</p>
<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>	<p>Cashier</p>

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
<p>1. Secure an appointment from legazpi.rco@dfa.gov.ph attaching to the email a copy of the scanned documents</p>	<p>1.To pre-evaluate the attached documents and set an appointment</p>	<p>None</p>	<p>1 to 2 days</p>	<p>CO Administrative Officer Civil Registry Desk</p>
<p>2.On the day of appointment, present the email appointment and fill out the Health Declaration Form</p>	<p>2. Verify the appointment and issue/collect the HDF</p>	<p>None</p>	<p>5 minutes</p>	<p>Information Officer</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the notarized duly-accomplished Report of Marriage Form</p>	<p>1.Receive the Report of Marriage Form</p>	<p>None</p>	<p>1 minute</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>2. Submit the required documents to CRD Window 1 for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</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>	<p>10 minutes</p>	<p>Cashier</p>



		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	



3. Civil Registration Services – 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)
<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 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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – 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 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)	Notary Public



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 or 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	<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	20 minutes waiting time	<i>Releasing Officer</i>
5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport		10 minutes	
5.2 Verify all details in passport are correct.				
5.3 Sign on signature pad.				



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; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE LEGAZPI
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> 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, 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 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	20 minutes waiting time 10 minutes	<i>Releasing Officers</i>



Total	PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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6. Passport Services – 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
1. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)



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



	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <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:	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 PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies



Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from legazpi.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	Information and Public Assistance Officer
4. Wait for the number to be called inside the processing area	4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter	None	15 minutes	Verifier
5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL),	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



<p>proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			<p>window on a 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 receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular</p>	<p>5 minutes</p>	<p>Cashier</p>



		processing of passports Penalty fee – PHP 350.00 * For mutilated, lost valid or expired electronic passport		
7. Proceed to the Encoding Area 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents 7.1 Save the data of the applicant 7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.	None	15 minutes	<i>Encoder</i>
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	



Consular Office (CO) Lipa City, Batangas

External Services



CIVIL REGISTRATION SERVICES

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.

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



<p>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)</p>	
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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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
<p>a.2.5. First passport or travel document of the child</p> <p>-Photocopy of the passport datapage/ travel 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>A.2.6. Passport of parents (valid at the time of the birth of the child)</p> <p>-Photocopy of passport 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



A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>B.1.7. 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 	<p>Client</p>
<p>B.1.8. Passport of parents (current/ valid passports)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage 	<p>Client</p>
<p>B.1.9. Five (5) recent passport size photos of the child</p>	
<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 re-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>	<p>Cashier</p>
<p>B.2 Child born is more than one (1) year old</p>	
<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>
<p>B.1.3. Birth Certificate</p>	<p>Issuing Authority where the applicant was born</p>
<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>	<p>The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate</p>
<p>Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-</p>	<p>To submit PSA birth certificate of Filipino mother</p>



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 - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	
D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following:	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 <i>Item 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"> Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall 	Issuing Authority where the applicant was born



<ul style="list-style-type: none"> • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	
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 Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar 	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	
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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	Client



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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the child	Client
F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <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 lipa.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 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	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 (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



2. Civil Service Registration – 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	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	



D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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 <i>Item 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)	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) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:
 For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from lipa.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when	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. 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	



3. Civil Registration Services – 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)
<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 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 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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 Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – 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 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)	Notary Public



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 or 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	<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	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 electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



	<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>Releasing: 30 minutes</p>	
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6. Passport Services – Courtesy Lane

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

Office or Division:	CONSULAR OFFICE- LIPA	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
	Who May Avail	List of Requirements
	Where to Get	
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)	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	Printed Application Form with E-Receipt Court Order (present original and 1 photocopy)	passport.gov.ph Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt Special Power of Attorney (1 original)	passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General



5. Solo parents	<p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p>
6. Overseas Filipino Workers (OFWs)	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.p assport.gov.ph</p> <p>Overseas Worker Welfare Administration (OWWA)</p>
	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid employment contract (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.p assport.gov.ph</p> <p>Agency/Employer</p>
	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.p assport.gov.ph</p> <p>Embassy or Consulate</p>
	<p>Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)</p>	<p>Maritime Industry Authority (MARINA)</p>
	<p>Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)</p>	<p>Agency/Employer</p>
7. Exceptional and emergency cases	<p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs;</p>	<p>onlineappform.p assport.gov.ph</p> <p>Written request from the applicant and</p>



	2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	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: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate	School Relevant Church



NBI Clearance	NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) 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	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 lipa.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queuing number in the front desk	3. Issue a queuing 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	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 queuing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport 5.2.2 If the applicant opted for delivery, cancel the old passport 5.3 Issue (1) an official receipt and; (2)	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.



	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 *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	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	None	15 minutes	<i>Encoder</i>
8. Return on the tentative release date indicated on the official receipt and present the original official receipt	8. Receive the official receipt then verify and locate the passport	None	10 minutes	<i>Releasing Personnel</i>



8.1 Receive the passport	8.1 Issue the passport to the applicants			
Total		Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport)	1 hour and 10 minutes	



Consular Office (CO) Lucena City, Quezon

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 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	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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship,	Client



submit certificate of naturalization of parents and re-acquisition certificates 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post



B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 <i>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	Downloadable from 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	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 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"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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:	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 -Photocopy of the passport datapage/ travel document -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 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	



<p>E.1.1 Five (5) original copies of duly accomplished Report of Birth <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) 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 -Photocopy of the passport datapage/ travel 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>	<p>Client</p>
<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</p>	<p>Client</p>
<p>E.1.7 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>E.1.9 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>E.1.10 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



- 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority



<p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	<p>Cashier</p>
<p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p>	
<p>F.1 Child born more than one (1) year old</p>	
<p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<p>Issuing Authority where the applicant was born</p>
<p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of 	<p>Client</p>



document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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 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



<p>2. Submit the required documents to CRD Window for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine</p>	<p>10 minutes</p>	<p>Cashier</p>



		Consulate General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



2. Civil Service Registration – Report of Marriage

Office or Division:	CONSULAR OFFICE LUCENA
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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- certificate issued by the country of birth with official English translation	Birth	Foreign Authority
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID		Client
C.2.4. Five (5) recent passport size photos of both parties		Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)		PSA
C.2.6. Notarized Affidavit of Delayed Registration		Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons		Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso		Cashier
D. For marriages solemnized in the USA and Canada		
D.1. Party being registered married less than one (1) year		
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>		Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate		Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation		PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID		Client
D.1.5. Five (5) recent passport size photos of both parties		Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)		PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)		Client
D.1.8. Copy Certificate of Naturalization (if applicable)		Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso		Cashier
D.2. Party being registered married for more than one (1) year		
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage		Downloadable from 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 <i>Item 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)	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) 	Issuing Authority where the marriage took place



<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from lucena.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1.To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1.Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 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.	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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL		USD 25 or *USD 50/ * USD 75	31 minutes	



3. Civil Registration Services – 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)
<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 lucena.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
TOTAL		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: 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	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 5.1 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	20 minutes waiting time 10 minutes	Releasing Officer



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; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE LUCENA
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> 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, 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 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	20 minutes waiting time 10 minutes	<i>Releasing Officers</i>



Total	PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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6. Passport Services – 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
	1. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
	1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
	1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
	2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/Municipal Social Welfare and Development Office (MSWDO)



2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
2.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt Medical certificate/records (present original and 1 photocopy)	passport.gov.ph Hospital, Licensed physician
4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:	Printed Application Form with E-Receipt PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
4.1. Parent/s; or	Printed Application Form with E-Receipt PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt Court Order (present original and 1 photocopy)	passport.gov.ph Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt Special Power of Attorney (1 original)	passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General



5. Solo parents	<p>Printed Application Form with E-Receipt</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p>
6. Overseas Filipino Workers (OFWs)	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.p assport.gov.ph</p> <p>Overseas Worker Welfare Administration (OWWA)</p>
	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid employment contract (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.p assport.gov.ph</p> <p>Agency/Employer</p>
	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.p assport.gov.ph</p> <p>Embassy or Consulate</p>
	<p>Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)</p>	<p>Maritime Industry Authority (MARINA)</p>
	<p>Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)</p>	<p>Agency/Employer</p>
7. Exceptional and emergency cases	<p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs;</p>	<p>onlineappform.p assport.gov.ph</p> <p>Written request from the applicant and</p>



	2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	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: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate	School Relevant Church



NBI Clearance	NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) 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	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 lucena.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queuing number in the front desk	3. Issue a queuing number for the qualified applicant. 3.1 Forward the filled-out passport	None	5 minutes	Information and Public Assistance Officer



	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 queuing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service. 5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport 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	None	15 minutes	<i>Processor</i> Note: The processors are assigned on each designated window on a rotational basis daily.



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



Total	Php 1,200 (or Php 950) (*Additional Php 350 for mutilated, lost valid or expired electronic passport)	1 hour and 10 minutes	
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Consular Office (CO) Malolos City, Bulacan

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
A.1.8 Five (5) recent passport size photos of the child	Client



A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client



A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage	Client



- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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 - 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 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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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	Bureau of Immigration/ Foreign Service Post



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"> • Shusseidoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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"> • Shusseido No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	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 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public



<p>E.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<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 -Photocopy of the passport datapage/ travel 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>	<p>Client</p>
<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</p>	<p>Client</p>
<p>E.1.7 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>E.1.9 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>E.1.10 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
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



<p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	<p>Cashier</p>
<p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p>	
<p>F.1 Child born more than one (1) year old</p>	
<p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<p>Issuing Authority where the applicant was born</p>
<p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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> <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>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	<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>
<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</p>	<p>Bureau of Immigration/ Foreign Service Post</p>



parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification 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) *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 malolos.gc@gmail.com attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements:	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
<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 (to be paid in PHP)		<p>USD 25 or</p> <p>*USD 50/</p> <p>* USD 75</p>	31 minutes	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE MALOLOS
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
B.5. Five (5) recent passport size photos of both parties	Client



B.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
B.7. Notarized Affidavit of Delayed Registration	Any notary public
B.8. Notarized Affidavit of Two (2) Disinterested persons	Any notary public
B.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage	Client



C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties	
D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties	Client
D.1.4.1 Photocopies of datapage	
D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage	Downloadable from 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 D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier



E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following: <ul style="list-style-type: none"> • Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) • Koseki Tohon (latest Family Registry) • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> • Birth Certificate of Filipino spouse from the PSA 	
<ul style="list-style-type: none"> • Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Philippine Statistics Authority 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 	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) *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: <ul style="list-style-type: none"> • Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) • Koseki Tohon (latest Family Registry) • If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
F.1.9 Notarized Affidavit of Two (2) Disinterested persons *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable	Any notary public
F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
REMINDERS: For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation; For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines; For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision For Widowed Foreign Spouse-submit Death Certificate of previous spouse	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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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 Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine</p>	10 minutes	Cashier



		Consulate General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form. Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL		USD 25 or *USD 50/ * USD 75	31 minutes	



3. Civil Registration Services – 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)
<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 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 Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	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 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	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel:	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		
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	<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	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	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



	Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)		
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	<i>Staff, 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 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	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)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



	(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)		
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6. Passport Services – 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
1. Senior citizens	A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt	passport.gov.ph
		Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or		Printed Application Form with E-Receipt	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)	A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt	passport.gov.ph
		PWD ID (present original and 1 photocopy)	Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or		Printed Application Form with E-Receipt	passport.gov.ph
		Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	Philippine Statistics Authority (PSA)



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



	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost



Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)	DSWD
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
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 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

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 queuing 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	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 queuing 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	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	None	15 minutes	Processor Note: The processors are assigned on each designated window on a rotational basis daily.



<p>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 women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>
<p>7. Proceed to the Encoding Area</p>	<p>7. Encode the applicant's biographical data,</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Encoder</i></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>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>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) Paniqui, Tarlac

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – Report of Birth

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



-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
A.1.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport 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	Client
A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport data page -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	CO 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 apostille/ authenticate the birth 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 data page/ travel 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 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	
A.2.7. Passport of parents (current/ valid passports)	Client
-Photocopy of passport data page	
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 reacquisition 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 reacquisition 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	CO 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 apostille/ authenticate the birth 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 data page/ travel 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>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 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</p>	Client
<p>B.1.8. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport data page</p>	Client
<p>B.1.9. Five (5) recent passport size photos of the child</p>	
<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 reacquisition 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>	CO 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>
<p>B.1.3. Birth Certificate</p> <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>	<p>Issuing Authority where the applicant was born</p> <p>The Ministry of Foreign Affairs of the country of birth must apostille/ authenticate the birth certificate</p>
<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
B.1.5 First passport or travel document of the child -Photocopy of the passport data page/ travel document -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 - 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 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	Client
B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport data page	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 reacquisition 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	CO 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 apostille/ authenticate the birth 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 data page/ travel document -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 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	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport data page	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 reacquisition 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	CO 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,	The Ministry of Foreign Affairs of the country of birth must apostille/ authenticate the birth certificate



India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino 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 data page/ travel document -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 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	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport data page	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 reacquisition 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	CO 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 data page/ travel document -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 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	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport data page -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	



	Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.2.3 PSA Negative Certification of Birth Record (CRS Form no.1)	Philippine Statistics Authority
D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport data page/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport 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 	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 reacquisition 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)	CO Cashier



<p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	
<p>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"> • Shusei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued 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</p> <p>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 data page/ 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> <p>-Photocopy of passport data page</p> <p>- 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.1.7 Five (5) recent passport size photo the</p>	<p>Client</p>



child	
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall 	Issuing Authority where the applicant was born



<ul style="list-style-type: none"> • 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 data page/ travel document -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 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	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	Any notary public/ Local Civil Registrar/ Foreign Service Post



<p>should be registered at the nearest Philippine Embassy or Philippine Consulate</p>	
<p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	<p>CO Cashier</p>
<p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p>	
<p>F.1 Child born more than one (1) year old</p>	
<p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<p>Issuing Authority where the applicant was born</p>
<p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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> <ul style="list-style-type: none"> -Photocopy of the passport data page/ travel document -In case of unavailability, execute an Affidavit of Non-submission of 	<p>Client</p>



document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport 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	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the child	Client
F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	CO Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 initial assessment and verification	2. Receive and check the completeness of the listed requirements	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
3. Pay the required consular fees at the CO 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	CO Cashier
<p>4. Submit to CO Registration Officer 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		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	



2. Civil Registration Services – Report of Marriage

Office or Division:	Consular Office- Paniqui, Tarlac	
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 data page 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	CO Cashier	
B. In case party being registered married for more than 1 year		
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public	



B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of data page B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
B.5. Five (5) recent passport size photos of both parties	Client
B.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
B.7. Notarized Affidavit of Delayed Registration	Any notary public
B.8. Notarized Affidavit of Two (2) Disinterested persons	Any notary public
B.9. Consular Fee: USD 25.00 to be paid in Philippine peso	CO Cashier
C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client



C.1.4.1. Photocopies of data page	
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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties	
C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA	PSA
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 data page	
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	CO Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	



D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of data page D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization(if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in PHP	CO 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 data page 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	CO 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 data page	Client



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	CO Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of data page E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	CO 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>
<p>F.1.2. Advisory on Marriages from PSA</p>	<p>Philippine Statistics Authority</p>
<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>	<p>CO Cashier</p>
<p>F.2 Party being registered married more than one (1) year</p>	
<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>
<p>F.1.2. Advisory on Marriages from PSA</p>	<p>Philippine Statistics Authority</p>
<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) 	<p>Issuing Authority where the marriage took place</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>	CO 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. 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 CO Registration Officer 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 CO 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	CO Cashier
<p>4. Submit to CO Registration Officer the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p>	<p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL		<p>USD 25 or</p> <p>*USD 50/ * USD 75</p>	31 minutes	



3. Civil Registration Services – Report of Death

Office or Division:	Consular Office Paniqui, Tarlac			
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 data page of the deceased	Client			
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 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 CO 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 General in</p>	<p>10 minutes</p>	<p>CO Cashier</p>
<p>4. Submit to CO Registration Officer 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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	





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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – 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 - Paniqui, Tarlac
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CORE REQUIREMENTS FOR ADULTS	
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	PSA Notary Public



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



Adoption papers (present original, 1 photocopy)		Relevant Court		
PSA certificate of foundling (present original, 1 photocopy)		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular or Php 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes *Queuing time not included	Verifiers
3. Take a seat. Proceed to Processing Window once your number is called and submit your queuing number and the necessary documents 3.1 If included in the Watchlist,	3. Receive the queuing number, conduct interviews and verify the authenticity of the documents 3.1 Verify if the applicant is included in the Department's Watchlist 3.2 If name is found in the Watchlist, advise the applicant that the application will be	None	10 minutes *20 to 30 minutes Waiting / Queuing time	Processors



<p>3.1.1 The applicant will wait for the verification results or instruction from Passport Division with regard to the inclusion in the Watchlist. *Usually done through sending of SMS or Email,</p>	<p>reported first to the Passport Division for verification of case .</p> <p>3.3 If not in the Watchlist and if all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section or delivered by the courier service.</p> <p>3.3.1 If the applicant opted for picked-up, advise the applicant to return on the tentative release date of passport with their e-Receipt.</p> <p>3.3.2 If the applicant opted for delivery, cancel the old passport (if applicable).</p>			
<p>4. Proceed to the Encoding Area.</p> <p>*Seats are according to first-in first-out basis</p> <p>Please check signages for instruction.</p> <p>4.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> <p>4.2 Drop the CFF in the box provided by the CO</p>	<p>4. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>4.1 Save the data of the applicant</p> <p>4.2 At the end of the day, all encoded applications will be transmitted by the transmission officer.</p>	<p>None</p>	<p>10 to 15 minutes</p> <p>*20 to 30 minutes Waiting / Queuing time</p>	<p><i>Encoders</i></p>



<p>5. On the date of release, proceed to the Releasing Section</p> <p>5.1 Get queuing number from the CO Guard</p> <p>5.2 Present receipt and valid ID and/or Authorization Letter (if applicable) once number is called.</p> <p>*Take a seat and wait for your number to be called.</p> <p>5.3 Once the applicant is called, verify all details in the passport.</p> <p>5.4 Affix the signature on the passport.</p> <p>5.5 present old passport for cancellation (if applicable)</p>	<p>5. check receipt and locate passport</p> <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p>	<p>None</p>	<p>10 to 15 minutes</p> <p>*20 to 30 minutes Waiting / Queuing time</p>	<p><i>Releasing Officer</i></p>
<p>Total</p>		<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour to 2 Hours and 5 minutes;</p> <p>Releasing: 10 - 45 minutes</p>	



5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	Consular Office - Paniqui, Tarlac
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)	Notary Public Relevant Police Station PSA



Valid ID	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



		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	2.1 receive required documents 2.2 verify appointment 2.3 issue queuing number and CFF	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes *Queueing time not included.	Verifiers
3. Take a seat. Proceed to Processing Window once your number is called and submit your queuing number and the necessary documents 3.1 If included in the Watchlist, 3.1.1 The applicant will wait for the verification/instruction from Passport Division with regard to the inclusion in the Watchlist.*Usually done through sending of SMS or Email,	3. Receive the queuing number, conduct interviews and verify the authenticity of the documents 3.1 Verify if the applicant is included in the Department's Watchlist 3.2 If name is found in the Watchlist, advise the applicant that the application will be reported to the Passport Division for verification of the case. 3.3 If not in the Watchlist, and all the documents are found complete and authentic, inquire if the applicant would like to have their new passport picked-up at the Releasing Section or delivered by the courier service.	None	10 minutes *20 to 30 minutes Waiting /Queueing time	Processors



	<p>3.3.1 If the applicant opted for picked-up, advise the applicant to bring the passport (if applicable) on the release date with receipt.</p> <p>3.3.2 If the applicant opted for delivery, cancel the old passport (if applicable).</p>			
<p>4. Proceed to the Courtesy Lane Encoding Area.</p> <p>*Seats are according to first-in first-out basis. Please check signages for instruction.</p>	<p>4. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>4.1 Save the data of the applicant</p> <p>4.2 At the end of the day, all encoded applications will be transmitted by the transmission officer.</p>	None	<p>10 to 15 minutes</p> <p>*20 to 30 minutes Waiting / Queuing time</p>	<i>Encoders</i>
<p>4.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p> <p>4.2 Drop the CFF in the box provided by the CO</p>				
<p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Get queuing number from the CO Guard</p> <p>5.2 Present receipt and valid ID and/or Authorization Letter (if</p>	<p>5. check receipt and locate passport</p> <p>5.1 release the passport</p> <p>5.2 Cancel old passport (if applicable)</p>	None	<p>10 to 15 minutes</p> <p>*20 to 30 minutes Waiting / Queuing time</p>	<i>Releasing Officers</i>



<p>applicable) once number is called.</p> <p>*Take a seat and wait for your number to be called.</p> <p>5.3 Once the applicant is called, verify all details in the passport.</p> <p>5.4 Affix the signature on the passport.</p> <p>5.5 present old passport for cancellation (if applicable)</p>				
<p>Total</p>		<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour to 2 Hours and 5 minutes;</p> <p>Releasing: 10 - 45 minutes</p>	



6. Passport Services – 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 - Paniqui, Tarlac											
Classification:	Highly Technical											
Type of Transaction:	G2C - Government to Citizen											
Who may avail:	<table border="1"> <thead> <tr> <th>Who May Avail</th> <th>Checklist of Requirements</th> <th>Where to Secure</th> </tr> </thead> <tbody> <tr> <td> 1. Senior citizens (60 years and above) with proof of age; and, One (1) adult travelling companion (immediate family member or non-immediate family member with proof of travel) </td> <td> Senior Citizen ID (1 original and 1 photocopy); and, Proof of travel with the senior citizen, if the travelling companion is not an immediate family member (i.e. confirmed flight or hotel booking) (1 original) </td> <td> City/Municipal Office of the Senior Citizen Affairs Airline/Hotel </td> </tr> <tr> <td> 2. People with disabilities (PWDs) with proof of disability; and, One (1) adult travelling companion (immediate family member non-immediate family member with proof of travel) </td> <td> PWD ID (1 original and 1 photocopy); and, Proof of travel with the PWD, if the travelling companion is not an immediate family member (i.e. confirmed flight or hotel booking) (1 original) </td> <td> City/Municipal Social Welfare and Development Office Airline/Hotel </td> </tr> </tbody> </table>			Who May Avail	Checklist of Requirements	Where to Secure	1. Senior citizens (60 years and above) with proof of age; and, One (1) adult travelling companion (immediate family member or non-immediate family member with proof of travel)	Senior Citizen ID (1 original and 1 photocopy); and, Proof of travel with the senior citizen, if the travelling companion is not an immediate family member (i.e. confirmed flight or hotel booking) (1 original)	City/Municipal Office of the Senior Citizen Affairs Airline/Hotel	2. People with disabilities (PWDs) with proof of disability; and, One (1) adult travelling companion (immediate family member non-immediate family member with proof of travel)	PWD ID (1 original and 1 photocopy); and, Proof of travel with the PWD, if the travelling companion is not an immediate family member (i.e. confirmed flight or hotel booking) (1 original)	City/Municipal Social Welfare and Development Office Airline/Hotel
Who May Avail	Checklist of Requirements	Where to Secure										
1. Senior citizens (60 years and above) with proof of age; and, One (1) adult travelling companion (immediate family member or non-immediate family member with proof of travel)	Senior Citizen ID (1 original and 1 photocopy); and, Proof of travel with the senior citizen, if the travelling companion is not an immediate family member (i.e. confirmed flight or hotel booking) (1 original)	City/Municipal Office of the Senior Citizen Affairs Airline/Hotel										
2. People with disabilities (PWDs) with proof of disability; and, One (1) adult travelling companion (immediate family member non-immediate family member with proof of travel)	PWD ID (1 original and 1 photocopy); and, Proof of travel with the PWD, if the travelling companion is not an immediate family member (i.e. confirmed flight or hotel booking) (1 original)	City/Municipal Social Welfare and Development Office Airline/Hotel										



	3. Solo Parent and his/her dependent children	Solo Parent ID (1 original and 1 photocopy)	City/Municipal Social Welfare and Development Office
	4. Pregnant Women	Medical certificate/records, if pregnancy is not visible (1 original)	Hospital, OB-Gynecologist
	5. Minors aged seven (7) years and below -A minor applicant must be accompanied by his or her parents, legal guardian, or their authorized representative. The adult companion may also be an applicant.	Proof of minority (e.g. PSA Birth Certificate-1 original and 1 photocopy)	Philippine Statistics Authority
	6. Overseas Filipino Workers (OFWs)	<p>Proof of their OFW status, such as:</p> <ul style="list-style-type: none"> -Valid OWWA E-card; -Valid employment contract; -Valid work visa; -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; -Expired or cancelled working visa or employment contract, and a -Philippine passport with an immigration arrival stamp of not more than three 	<ul style="list-style-type: none"> -OWWA -Seafarer's company



		hundred sixty-four (364) days from the date of application.	-Bureau of Immigration
	<p>7. Exceptional and emergency cases</p> <p>-In exceptional and emergency cases, Courtesy Lane privileges may be extended to applicants upon due approval of his or her written request by any of the following Department officials:</p> <p>*The Secretary of Foreign Affairs;</p> <p>*The Undersecretary for Civilian Security and Consular Concerns; or</p> <p>*The Assistant Secretary for Consular Affairs.</p>	Written request from the applicant and approval from the Department of Foreign Affairs (DFA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
First Time Adult Applicants			
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate (1 original and 1 photocopy)		Philippine Statistics Authority (PSA)	
*Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)		Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)	
PSA Marriage Certificate / PSA Report of Marriage (ROM) (1 original and 1 photocopy)		Philippine Statistics Authority (PSA)	
*Certified True Copy (CTC) of Marriage Certificate/Report of Marriage with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)		Local Civil Registry (LCR) where the document was registered	
Government Issued and Acceptable Identification Card (1 original and 1 photocopy)		COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA	



NBI Clearance if birth certificate is of delayed registration within 10 years on the date of registration and applicant does not have a pre-dated valid ID (1 original)	National Bureau of Investigation
Identification Certificate if the applicant acquired his/her PHL citizenship by naturalization, marriage or election (1 original and 1 photocopy)	PH Foreign Service Posts (FSPs)/Bureau of Immigration (BI)
First Time Adult Applicants born 1950 and below with no birth record	
PSA Negative Certification of Birth (1 original and 1 photocopy)	Philippine Statistics Authority
PSA Marriage Certificate / PSA Report of Marriage (ROM) (1 original and 1 photocopy) *Certified True Copy (CTC) of Marriage Certificate/Report of Marriage with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority Local Civil Registry (LCR) where the document was registered
Government issued and acceptable Identification Card (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
Identification Certificate if the applicant acquired his/her PHL citizenship by naturalization, marriage or election (1 original and 1 photocopy)	PH Foreign Service Posts (FSPs)/Bureau of Immigration (BI)
Notarized Joint Birth Affidavit of Two Disinterested Persons (must state the applicant's complete and correct name, date and place of birth) (1 original)	Two disinterested persons who attested to the identity of the applicant
First Time Minor Applicants	
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate (1 original and 1 photocopy) *Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority (PSA) Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
PSA Marriage Certificate/ PSA Report of Marriage (ROM) of Parents (1 original and 1 photocopy) *Certified True Copy (CTC) of Marriage Certificate/Report of Marriage of Parents with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
PSA Death Certificate/ PSA Report of Death (ROD) of Parents, if applicable (1 original and 1 photocopy) *Certified True Copy (CTC) of Death Certificate/Report of Death of Parents with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
School ID and Registration Form	School



Government issued and acceptable Identification Card of parent/s (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
Notarized Special Power of Attorney (SPA), if applicable (Must indicate the correct name of the authorized representative) (1 original)	Notary public, PH Foreign Service Posts (FSPs)
Notarized Affidavit of Support and Consent (ASC), if applicable (Must indicate the name of travelling companion of the minor) (1 original)	Notary public, PH Foreign Service Posts (FSPs)
DSWD SPA/ASC, if applicable (1 original and 1 photocopy)	DSWD
Government issued and acceptable Identification Card of authorized representative, if applicable (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
DSWD Travel Clearance, if applicable (1 original and 1 photocopy)	DSWD
Valid passport of the travelling companion, if applicable	Department of Foreign Affairs
Court Order of Legal Guardianship, if applicable (1 original and 1 photocopy)	Family court
DSWD Certification of Child Legally Available for Adoption, if applicable (1 original and 1 photocopy)	DSWD
DSWD Certificate of Foster Parent, if applicable (1 original and 1 photocopy)	DSWD
Renewal Adult Applicants	
Latest Philippine passport (1 original and 1 photocopy)	Department of Foreign Affairs
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate is needed if the passport has corrections or incomplete in details (1 original and 1 photocopy) *Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
PSA Marriage Certificate / PSA Report of Marriage (ROM) is needed if there is a change in civil status of the applicant and if the passport has corrections or incomplete details or (1 original and 1 photocopy) *Certified True Copy (CTC) of Marriage Certificate/Report of Marriage with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
PSA Death Certificate / PSA Report of Death (ROM) is needed if there is a change in civil status of the applicant (1 original and 1 photocopy)	Philippine Statistics Authority



Government issued and acceptable Identification Card (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
Identification Certificate if the applicant acquired his/her PHL citizenship by re-acquisition (for dual citizens), naturalization, marriage or election (1 original and 1 photocopy)	PH Foreign Service Posts (FSPs)/Bureau of Immigration (BI)
Renewal Adult Applicants with Lost Valid Passports *all lost valid passports are subject to 15 days clearing period upon application	
Photocopy of old passport, if any	From the applicant
Travel Document/Travel Record, if any	PH Foreign Service Posts (FSPs)/Bureau of Immigration (BI)
Affidavit of Loss/Explanation	Any notary public
Police Report/Fire Incident Report	PNP, BFP
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate (1 original and 1 photocopy) *Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority (PSA) Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
PSA Marriage Certificate / PSA Report of Marriage (ROM) (1 original and 1 photocopy) *Certified True Copy (CTC) of Marriage Certificate/Report of Marriage with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority Local Civil Registry where the document was registered, PH Foreign Service Posts (FSPs)
Government issued and acceptable Identification Card (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
NBI Clearance if birth certificate is of delayed registration within 10 years on the date of registration and applicant does not have a pre-dated valid ID (1 original)	National Bureau of Investigation
Identification Certificate if the applicant acquired his/her PHL citizenship by re-acquisition (for dual citizens), naturalization, marriage or election (1 original and 1 photocopy)	PH Foreign Service Posts (FSPs)/Bureau of Immigration (BI)
Renewal Adult Applicants with Lost Expired E-Passports	
Photocopy of old passport, if any	From the applicant
Travel Document/Travel Record, if any	FSPs, BI
Affidavit of Loss/Explanation	Any notary public
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate (1 original and 1 photocopy)	Philippine Statistics Authority (PSA)



*Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
PSA Marriage Certificate / PSA Report of Marriage (ROM) (1 original and 1 photocopy)	Philippine Statistics Authority
*Certified True Copy (CTC) of Marriage Certificate/Report of Marriage with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Local Civil Registry where the document was registered, PH Foreign Service Posts (FSPs)
Government issued and acceptable Identification Card (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
NBI Clearance if birth certificate is of delayed registration within 10 years on the date of registration and applicant does not have a pre-dated valid ID (1 original)	National Bureau of Investigation
Identification Certificate if the applicant acquired his/her PHL citizenship by re-acquisition (for dual citizens), naturalization, marriage or election (1 original and 1 photocopy)	PH Foreign Service Posts (FSPs)/Bureau of Immigration (BI)
Renewal Adult Applicants with Lost Expired Non E-Passports	
Travel Document/Travel Record, if any	FSPs, BI
Affidavit of Loss/Explanation	Any notary public
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate (1 original and 1 photocopy)	Philippine Statistics Authority (PSA)
*Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
PSA Marriage Certificate / PSA Report of Marriage (ROM) (1 original and 1 photocopy)	Philippine Statistics Authority
*Certified True Copy (CTC) of Marriage Certificate/Report of Marriage with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Local Civil Registry where the document was registered, PH Foreign Service Posts (FSPs)
Government issued and acceptable Identification Card (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
NBI Clearance if birth certificate is of delayed registration within 10 years on the date of registration and applicant does not have a pre-dated valid ID (1 original)	National Bureau of Investigation
Identification Certificate if the applicant acquired his/her PHL citizenship by re-acquisition (for dual citizens), naturalization, marriage or election (1 original and 1 photocopy)	PH Foreign Service Posts (FSPs)/Bureau of Immigration (BI)
Renewal Adult Applicants with Mutilated Passports	



Travel Document/Travel Record, if any	FSPs, BI
Affidavit of Mutilation/Explanation	Any notary public
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate (1 original and 1 photocopy) *Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority (PSA) Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
PSA Marriage Certificate / PSA Report of Marriage (ROM) (1 original and 1 photocopy) *Certified True Copy (CTC) of Marriage Certificate/Report of Marriage with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority Local Civil Registry where the document was registered, PH Foreign Service Posts (FSPs)
Government issued and acceptable Identification Card (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
NBI Clearance if birth certificate is of delayed registration within 10 years on the date of registration and applicant does not have a pre-dated valid ID (1 original)	National Bureau of Investigation
Identification Certificate if the applicant acquired his/her PHL citizenship by re-acquisition (for dual citizens), naturalization, marriage or election (1 original and 1 photocopy)	PH Foreign Service Posts (FSPs)/Bureau of Immigration (BI)
Renewal Minor Applicants	
Latest Philippine passport (1 original and 1 photocopy)	Department of Foreign Affairs
Any proof of filiation (parentage) such as: PSA Birth Certificate/PSA Report of Birth/PSA Foundling Certificate Baptismal Certificate School Records	Philippine Statistics Authority Church School
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate is needed if the passport has corrections or incomplete in details (1 original and 1 photocopy) *Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Philippine Statistics Authority Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
PSA Marriage Certificate/ PSA Report of Marriage (ROM) of Parents (1 original and 1 photocopy)	Philippine Statistics Authority



*Certified True Copy (CTC) of Marriage Certificate/Report of Marriage of Parents with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
PSA Death Certificate/ PSA Report of Death (ROD) of Parents, if applicable (1 original and 1 photocopy)	Philippine Statistics Authority
*Certified True Copy (CTC) of Death Certificate/Report of Death of Parents with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
School ID and Registration Form	School
Government issued and acceptable Identification Card of parent/s (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
Notarized Special Power of Attorney (SPA), if applicable (Must indicate the correct name of the authorized representative) (1 original)	Notary public, PH Foreign Service Posts (FSPs)
Notarized Affidavit of Support and Consent (ASC), if applicable (Must indicate the name of travelling companion of the minor) (1 original)	Notary public, PH Foreign Service Posts (FSPs)
DSWD SPA/ASC, if applicable(1 original and 1 photocopy)	DSWD
Government issued and acceptable Identification Card of authorized representative, if applicable (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
DSWD Travel Clearance, if applicable (1 original and 1 photocopy)	DSWD
Valid passport of the travelling companion, if applicable	Department of Foreign Affairs
Court Order of Legal Guardianship, if applicable (1 original and 1 photocopy)	Family court
DSWD Certification of Child Legally Available for Adoption, if applicable (1 original and 1 photocopy)	DSWD
DSWD Certificate of Foster Parent, if applicable (1 original and 1 photocopy)	DSWD
Renewal Minor Applicants with Lost Valid Passports	
*all lost valid passports are subject to 15 days clearing period upon application	
Photocopy of old passport, if any	From the applicant
Travel Document/Travel Record, if any	FSPs, BI
Affidavit of Loss/Explanation	Any notary public
Police Report/Fire Incident Report	PNP, BFP
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate (1 original and 1 photocopy)	Philippine Statistics Authority (PSA)



*Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
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*Certified True Copy (CTC) of Death Certificate/Report of Death of Parents with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
School ID and Registration Form	School
Government issued and acceptable Identification Card of parent/s (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
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Government issued and acceptable Identification Card of authorized representative, if applicable (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA
DSWD Travel Clearance, if applicable (1 original and 1 photocopy)	DSWD
Valid passport of the travelling companion, if applicable	Department of Foreign Affairs
Court Order of Legal Guardianship, if applicable (1 original and 1 photocopy)	Family court
DSWD Certification of Child Legally Available for Adoption, if applicable (1 original and 1 photocopy)	DSWD
DSWD Certificate of Foster Parent, if applicable (1 original and 1 photocopy)	DSWD
Renewal Minor Applicants with Lost Expired E-Passports	
Photocopy of old passport, if any	From the applicant
Travel Document/Travel Record, if any	FSPs, BI
Affidavit of Loss/Explanation	Any notary public
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate (1 original and 1 photocopy)	Philippine Statistics Authority (PSA)



*Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)	Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
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DSWD Travel Clearance, if applicable (1 original and 1 photocopy)	DSWD
Valid passport of the travelling companion, if applicable	Department of Foreign Affairs
Court Order of Legal Guardianship, if applicable (1 original and 1 photocopy)	Family court
DSWD Certification of Child Legally Available for Adoption, if applicable (1 original and 1 photocopy)	DSWD
DSWD Certificate of Foster Parent, if applicable (1 original and 1 photocopy)	DSWD
Renewal Minor Applicants with Lost Expired Non E-Passports	
Travel Document/Travel Record, if any	FSPs, BI
Affidavit of Loss/Explanation	Any notary public
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate (1 original and 1 photocopy)	Philippine Statistics Authority (PSA)



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DSWD Travel Clearance, if applicable (1 original and 1 photocopy)	DSWD
Valid passport of the travelling companion, if applicable	Department of Foreign Affairs
Court Order of Legal Guardianship, if applicable (1 original and 1 photocopy)	Family court
DSWD Certification of Child Legally Available for Adoption, if applicable (1 original and 1 photocopy)	DSWD
DSWD Certificate of Foster Parent, if applicable (1 original and 1 photocopy)	DSWD
Renewal Minor Applicants with Mutilated Passports	
Travel Document/Travel Record, if any	FSPs, BI
Affidavit of Mutilation/Explanation	Any notary public
PSA Birth Certificate (BC) / PSA Report of Birth (ROB) / PSA Foundling Certificate (1 original and 1 photocopy)	Philippine Statistics Authority (PSA)



*Certified True Copy (CTC) of Birth Certificate/Report of Birth/Foundling Certificate with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)		Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)		
PSA Marriage Certificate/ PSA Report of Marriage (ROM) of Parents (1 original and 1 photocopy)		Philippine Statistics Authority		
*Certified True Copy (CTC) of Marriage Certificate/Report of Marriage of Parents with readable dry seal is required if the PSA copy is unreadable/blurred (1 original and 1 photocopy)		Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)		
PSA Death Certificate/ PSA Report of Death (ROD) of Parents, if applicable (1 original and 1 photocopy)		Philippine Statistics Authority		
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School ID and Registration Form		School		
Government issued and acceptable Identification Card of parent/s (1 original and 1 photocopy)		COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA		
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Notarized Affidavit of Support and Consent (ASC), if applicable (Must indicate the name of travelling companion of the minor) (1 original)		Notary public, PH Foreign Service Posts (FSPs)		
DSWD SPA/ASC, if applicable (1 original and 1 photocopy)		DSWD		
Government issued and acceptable Identification Card of authorized representative, if applicable (1 original and 1 photocopy)		COMELEC, LTO, GSIS, SSS, CAAP, PHLPHOST, OWWA, DOLE, PNP (for LTOPF ID), PRC and OSCA		
DSWD Travel Clearance, if applicable (1 original and 1 photocopy)		DSWD		
Valid passport of the travelling companion, if applicable		Department of Foreign Affairs		
Court Order of Legal Guardianship, if applicable (1 original and 1 photocopy)		Family court		
DSWD Certification of Child Legally Available for Adoption, if applicable (1 original and 1 photocopy)		DSWD		
DSWD Certificate of Foster Parent, if applicable (1 original and 1 photocopy)		DSWD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out passport application form	1. Give applicants passport application form	None	5 to 10 minutes *case to case basis	CL Verifier



<p>2. Submit the application form and present valid Ids and required documents I for initial assessment and verification</p>	<p>2.1 Receive and evaluate the documents presented whether the applicant is qualified to avail the Courtesy Lane</p> <p>2.2 Issue queuing number and CFR</p>	<p>None</p>	<p>5 minutes</p> <p>*Queueing time not included in the actual verification processing time</p>	<p><i>CL Verifier</i></p>
<p>3. Take a seat and proceed to Processing Window once your number is called and submit your queuing number and documents.</p> <p>3.1 If name is included in the Watchlist, applicant will wait for notification on the verification results on the case or instruction from Passport Division. *Usually done through sending of SMS or Email,</p>	<p>3. Receive the queuing number. Conduct interview and verify the authenticity of the documents</p> <p>3.1 Verify if the applicant is included in the Department's Watchlist</p> <p>3.2 Advise the applicant that the application will be reported to the Passport Division for verification of case in the Watchlist.</p> <p>3.3 If not name is not in the Watchlist and all the documents are found complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section or delivered by the courier service.</p> <p>3.3.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>3.3.2 If the applicant opted for delivery, cancel the old passport (if applicable).</p>	<p>None</p>	<p>10 to 15 minutes</p> <p>*20 to 30 minutes Waiting / Queuing time</p>	<p><i>CL Processor</i></p> <p>*There is one processor assigned for CL another another one on rotational basis</p>



	3.4 Issue (1) an official receipt			
4. Pay the required fees at the Cashier	<p>4. Accept the payment based on the amount indicated in the official receipt</p> <p>4.1 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 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	CO Cashier
<p>5. Proceed to the Courtesy Lane Encoding Area.</p> <p>*Seats are according to first-in first-out basis. Please check signages for instruction.</p> <p>5.1 Check the encoded data on the monitor and electronically sign</p>	<p>5. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>5.1 Save the data of the applicant</p> <p>5.2 At the end of the day, all encoded applications will be transmitted by the transmission officer.</p>	None	<p>10 to 15 minutes</p> <p>*20 to 30 minutes Waiting / Queuing time</p>	Encoder



<p>the application to confirm that all encoded data are correct.</p>				
<p>6. On the estimated date of release, proceed to the Releasing Section</p> <p>6.1 Get a queuing number from the CO Guard</p> <p>6.2 Present receipt and valid ID and/or Authorization Letter (if applicable) once number is called.</p> <p>*Take a seat and wait for your name to be called.</p> <p>6.3 Once the applicant is called, verify all details in the passport.</p> <p>6.4 Affix the signature on the passport.</p> <p>6.5 present old passport for cancellation (if applicable).</p>	<p>6. check receipt and locate passport</p> <p>6.1 release the passport</p> <p>6.2 Cancel old passport (if applicable).</p>	<p>None</p>	<p>*After seven (7) working days or twelve (12) working days</p> <p>10 to 15 minutes</p> <p>*20 to 30 minutes Waiting / Queuing time</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>	<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour to 2 Hours and 5 minutes;</p> <p>Processing: 7 or 12 Working Days;</p> <p>Releasing: 10 - 45 minutes</p>		



Consular Office (CO) San Fernando, Pampanga

External Services



1. Authentication Services – Authentication / Apostille

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

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



<ul style="list-style-type: none"> • Certification, Authentication and Verification (CAV) from CHED 	CHED Office which has jurisdiction over the school
t. State Universities and Colleges (TOR and/or Diploma)	
<ul style="list-style-type: none"> • Certified True Copy and Certification, Authentication and Verification from the school 	State University/College
72. PRC document/s	
<ul style="list-style-type: none"> • Certified True Copy from PRC 	PRC
73. Medical Certificate/s	
i. For employment	
<ul style="list-style-type: none"> • DOH stamp per document 	DOH
j. For other purposes	
<ul style="list-style-type: none"> • Certification issued by DOH with attached Medical Certificate 	DOH
74. CAAP document/s	
<ul style="list-style-type: none"> • Certified by CAAP 	CAAP
75. Driver's License	
<ul style="list-style-type: none"> • Certification 	LTO (main branch only)
76. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity	
<ul style="list-style-type: none"> • Notarized Affidavit stating necessary factual circumstances and indicating attachments 	Notary Public
<ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court) 	Regional Trial Court which has jurisdiction over the notary public
77. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit	
<ul style="list-style-type: none"> • Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-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)	
<ul style="list-style-type: none"> • Certified True Copy from the court 	Court where the case was filed
79. Immigration Record/s	
<ul style="list-style-type: none"> • Certified by BI 	BI
80. DSWD Clearance	
<ul style="list-style-type: none"> • Original document issued by DSWD 	DSWD
81. Police Clearance/Sundry	
<ul style="list-style-type: none"> • 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.)	
<ul style="list-style-type: none"> • Certified True Copy from the issuing office 	SEC / DTI / BIR / SSS / BPLO
83. Barangay Clearance/Certificate	
<ul style="list-style-type: none"> • Mayor's certification/clearance 	Mayor's Office
84. 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



85. Issuances by Philippine Embassy / Consulate to be used abroad	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from pampanga.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of documents for Authentication / Apostille				
1. Present document/s for authentication for initial evaluation at the Authentication Information Counter.	1. Conduct initial evaluation on the document/s and answer queries concerning authentication requirements and procedures. 1.1 Issue queuing number and provide application form to be filled out by applicant/ representative	-	5 minutes	Authentication Processor
2. Fill out application form and wait for queuing number to be called at the Processing area.	2. None	-	1 hour	
3. Submit accomplished application form, document/s for authentication, government issued ID, and authorization letter (for representatives) to the Processor for evaluation.	3. Evaluate if documents presented by the applicant/ representative are complete and in order. Verify the signature of the official who signed the document. 3.1 Print and issue Authentication Slip to the applicant, indicating the date and time of release.	-	30 minutes	Authentication Processor
4. Present Authentication Slip and pay the appropriate authentication fee to the Cashier.	4. Collect the appropriate authentication fee from the applicant/ representative, as	Regular: PHP100 per document	5 minutes	Cashier



	indicated on the Authentication Slip.	Expedite: PHP200 per document		
	5. Encode and issue Apostille / Authentication Certificate. 5.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication Certificate upon confirmation.		2 Working Days and 6 Working Hours) 20 Days* (for special cases needing further verification by issuing agency outside the DFA)	<i>Authentication Backend</i> <i>Authentication VAFIS Personnel</i>
Releasing of Authenticated documents				
1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area.	1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	15 minutes	
2. Present government issued ID at the appropriate releasing window. 3. Check accuracy and completeness of authenticated document/s received.	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 Releasing Personnel</i>
TOTAL:		Regular: PHP100 per document	Regular: 3 Days Expedite: 1 Working Day	



		Expedite: PHP200 per document		
Releasing of Pending and Correction documents				
1. Proceed to the Pending and Correction window for evaluation.	6. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area.	-	10 minutes	<i>Authentication Releasing Personnel</i>
2. Wait for name to be called at the Pending and Correction area.	2. Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	30 minutes	<i>Authentication Releasing Personnel</i>
3. Present government issued ID to claim the authenticated document/s.	3. Check original government issued ID of applicant/ representative. 3.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 3.2 Release authenticated/ Apostille document/s to the applicant/ representative.	-	5 minutes	<i>Authentication Releasing Personnel</i>
4. Check accuracy and completeness of authenticated / Apostille document/s received.	4. Provide Client Feedback Form to the applicant/ representative.	-		
TOTAL:		None	45 minutes	



CIVIL REGISTRATION SERVICES

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.

2. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 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	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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition	Client



certificates 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post



B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar	Any notary public/ Local Civil Registrar/ Foreign Service Post



- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	
B.1.8 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1. 9 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.10. Five (5) recent passport size photos of the child	Client
B.1.11. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
B.1.12. Notarized Affidavit of Delayed Registration	Any notary public
B.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
B.1.14 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
C.1 Child born more than one (1) year old	
C.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
C.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the <i>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 re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.1.13 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Child born less than one (1) year old	
C.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the <i>Philippine Consulate General in Los Angeles-</i>	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client
C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS	



D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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
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:	Issuing Authority where the applicant was born



<ul style="list-style-type: none"> • Shusseidoke No Kisai Jiko Shomeisho (Birth Notification Report issued 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 -Photocopy of the passport datapage/ travel document -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
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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 <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar 	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	
E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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	Any notary public/ Local Civil Registrar/ Foreign Service Post



<p>(AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	<p>Cashier</p>
<p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p>	
<p>F.1 Child born more than one (1) year old</p>	
<p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<p>Issuing Authority where the applicant was born</p>
<p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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> <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>



F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the child	Client
F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <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 pampangarco@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	2. Receive and check the completeness of the listed requirements	None	10 minutes	CO Registration Officer, for onward



<p>initial assessment and verification</p>	<p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			<p>transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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. Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL (to be paid in PHP)</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



3. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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- certificate issued by the country of birth with official English translation	Birth	Foreign Authority
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID		Client
C.2.4. Five (5) recent passport size photos of both parties		Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)		PSA
C.2.6. Notarized Affidavit of Delayed Registration		Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons		Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso		Cashier
D. For marriages solemnized in the USA and Canada		
D.1. Party being registered married less than one (1) year		
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>		Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate		Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation		PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID		Client
D.1.5. Five (5) recent passport size photos of both parties		Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)		PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)		Client
D.1.8. Copy Certificate of Naturalization (if applicable)		Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso		Cashier
D.2. Party being registered married for more than one (1) year		
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage		Downloadable from 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 <i>Item 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)	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) 	Issuing Authority where the marriage took place



<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from pampangarco@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	FEEES 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 when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<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>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



4. Civil Registration Services – Report of Death

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from pampangarco@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>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
TOTAL		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

5. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) 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	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 5.1 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	20 minutes waiting time 10 minutes	Releasing Officer



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; Releasing: 30 minutes	
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6. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



		SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	<i>Staff, 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 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	20 minutes waiting time 10 minutes	<i>Releasing Officers</i>



Total	PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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7. Passport Services – 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
1. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)



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



	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <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:	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 PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies



Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from pampanga.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a queuing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	Information and Public Assistance Officer
4. Wait for the number to be called inside the processing area	4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter	None	15 minutes	Verifier
5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor	5. 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	None	15 minutes	Processor 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 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>
<p>7. Proceed to the Encoding Area</p>	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Encoder</i></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>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>			
<p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p>	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) Puerto Princesa City, Palawan

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 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	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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship,	Client



submit certificate of naturalization of parents and re-acquisition certificates 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post



B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public



C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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	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 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"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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:	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 -Photocopy of the passport datapage/ travel document -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 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	



<p>E.1.1 Five (5) original copies of duly accomplished Report of Birth <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) 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 -Photocopy of the passport datapage/ travel 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>	<p>Client</p>
<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</p>	<p>Client</p>
<p>E.1.7 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>E.1.9 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>E.1.10 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



- 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority



<p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	<p>Cashier</p>
<p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p>	
<p>F.1 Child born more than one (1) year old</p>	
<p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<p>Issuing Authority where the applicant was born</p>
<p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of 	<p>Client</p>



document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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 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



<p>2. Submit the required documents to CRD Window for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine</p>	<p>10 minutes</p>	<p>Cashier</p>



		Consulate General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE PUERTO PRINCESA
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	



D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client



E.1.4.1 Photocopies of datapage	
E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties	
E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client
E.2.4.1 Photocopies of datapage	
E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following:	



<ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:
 For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEEES 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	FEEES 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.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
<p>4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.</p> <p>(Applicant to keep the original copy of receipt)</p>	<p>4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form</p> <p>Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL		USD 25 or *USD 50/ * USD 75	31 minutes	



3. Civil Registration Services – 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)
<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 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>			
<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>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
TOTAL		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: 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	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad.	5. check receipt and locate passport 5.1 release the passport	None	20 minutes waiting time 10 minutes	Releasing Officer



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; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

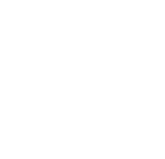
Office or Division:	CONSULAR OFFICE PUERTO PRINCESA
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)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



	<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>Releasing: 30 minutes</p>	
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6. Passport Services – 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
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)	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	Printed Application Form with E-Receipt Court Order (present original and 1 photocopy)	passport.gov.ph Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt Special Power of Attorney (1 original)	passport.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA)



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



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: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost



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



	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from puertoprincesa.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a queuing 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 queuing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	Processor Note: The processors are assigned on



<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>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			<p>each designated window on a 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 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>5 minutes</p>	<p><i>Cashier</i></p>



		Penalty fee – PHP 350.00 * For mutilated, lost valid or expired electronic passport		
7. Proceed to the Encoding Area 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents 7.1 Save the data of the applicant 7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.	None	15 minutes	<i>Encoder</i>
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	



Consular Office (CO) San Pablo City, Laguna

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – Report of Birth

Office or Division:	CONSULAR OFFICE SAN PABLO
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. FOR CHILD WITH MARRIED PARENTS	
A.1 In case the party seeking registration the child born less than one (1) year old	
A.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -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
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage	Client



- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - 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) -Photocopy of passport datapage - 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	Cashier
C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
C.1 Child born more than one (1) year old	
C.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
C.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the <i>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 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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client
C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier



D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS

D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification 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:	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 -Photocopy of the passport datapage/ travel document -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
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 <i>Item 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:	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) - 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-	Any notary public/ Local Civil Registrar/ Foreign Service Post



acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
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)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>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>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<p><i>Item 20 should be notarized by any notary public</i></p>	Notary Public
<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) 	Issuing Authority where the applicant was born
<p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p>	Issuing Authority where the applicant was born
<p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	Philippine Statistics Authority
<p>F.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
<p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
<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>	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</p>	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 <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
1. Secure an appointment from sanpablo.co@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<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>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL (to be paid in PHP)</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE SAN PABLO
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
B.5. Five (5) recent passport size photos of both parties	Client



B.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
B.7. Notarized Affidavit of Delayed Registration	Any notary public
B.8. Notarized Affidavit of Two (2) Disinterested persons	Any notary public
B.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage	Client



C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority



D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public



*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> *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 sanpablo.co@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	3. Accept the payment based on the required consular fee/s. 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	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	



3. Civil Registration Services – 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)
<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 sanpablo.co@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	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 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	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) 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, 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	<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	20 minutes waiting time 10 minutes	<i>Releasing Officer</i>
Total		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



<p>1. Applicant sets an appointment through http://passport.gov.ph and pays online</p>	<p>1. none</p>	<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>PHP 50 for convenience fee</p>	<p>20 minutes</p>	<p>Staff, Project and Information Technology Support</p>
<p>2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID</p>	<p>2. receive required documents</p> <p>2.1 verify appointment</p>	<p>None</p>	<p><i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i></p> <p>5 minutes</p>	<p>Verifiers</p>
<p>3. Proceed to Processing Section and wait for an available window</p>	<p>3. Evaluate the authenticity and completeness of documents</p>	<p>None</p>	<p>20 minutes waiting time</p> <p>10 minutes</p>	<p>Processors</p>
<p>4. Proceed to Encoding Section and present documents</p>	<p>4. Encode the applicant's information</p> <p>4.1 scan pertinent documents</p> <p>4.2 capture applicant's photo and biometrics</p>	<p>None</p>	<p>20 minutes waiting time</p> <p>10 minutes</p>	<p>Encoders</p>
<p>5. On the estimated date of release, proceed to the Releasing Section</p> <p>5.1 Place receipt in designated box and wait for name to be called.</p> <p>5.2 Verify all details in passport are correct.</p> <p>5.3 Sign on signature pad.</p> <p>5.4 present old passport for cancellation</p>	<p>5. check receipt and locate passport</p> <p>5.1 release the passport</p> <p>5.2 Cancel old passport</p>	<p>None</p>	<p>20 minutes waiting time</p> <p>10 minutes</p>	<p>Releasing Officers</p>
<p>Total</p>		<p>PHP 950.00 for regular or PHP 1200 for expedite</p> <p>PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Application: 1 Hour and 15 minutes;</p> <p>Releasing: 30 minutes</p>	



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



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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
CORE REQUIREMENTS		
Printed Application Form with E-Receipt		passport.gov.ph
PSA Birth Certificate or Report of Birth (1 original, 1 photocopy)		Philippine Statistics Authority (PSA)
Acceptable Valid Government ID (1 original, 1 photocopy)		Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis		
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)		PSA
For married women who opt to revert to maiden name:		
PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)		
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)		Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)		BI
For applicants with travel document: Affidavit of Explanation		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) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public	
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost	
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD	
Adoption papers (present original, 1 photocopy)	Relevant Court	
PSA certificate of foundling (present original, 1 photocopy)	PSA	
Renewal Adult Applicants		



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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from 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 Office



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 5.1 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.	None	15 minutes	Processor Note: The processors are assigned on each designated window on a rotational basis daily.



	<p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</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	<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>7.1 Check the encoded data on the monitor and</p>	None	15 minutes	<i>Encoder</i>



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 8.1 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	



Consular Office (CO) Santiago City, Isabela

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 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	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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship,	Client



submit certificate of naturalization of parents and re-acquisition certificates 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post



B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public



C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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	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 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"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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:	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 -Photocopy of the passport datapage/ travel document -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 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	



<p>E.1.1 Five (5) original copies of duly accomplished Report of Birth <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) 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 -Photocopy of the passport datapage/ travel 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>	<p>Client</p>
<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</p>	<p>Client</p>
<p>E.1.7 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>E.1.9 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>E.1.10 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



- 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority



<p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	<p>Cashier</p>
<p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p>	
<p>F.1 Child born more than one (1) year old</p>	
<p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<p>Issuing Authority where the applicant was born</p>
<p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of 	<p>Client</p>



document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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 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



<p>2. Submit the required documents to CRD Window for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>transmittal to DFA ASEANA CRD</p> <p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the</p>	<p>10 minutes</p>	<p>Cashier</p>



		Philippine Consulate General		
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	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE SANTIAGO
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	



D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client



E.1.4.1 Photocopies of datapage	
E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties	
E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client
E.2.4.1 Photocopies of datapage	
E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following:	



<ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:
 For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from 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	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	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	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 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	



3. Civil Registration Services – Report of Death

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from santiago.co@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers_(original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost



Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)		Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD		
Adoption papers (present original, 1 photocopy)		Relevant Court		
PSA certificate of foundling (present original, 1 photocopy)		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular or 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	<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	20 minutes waiting time	<i>Releasing Officer</i>
5.1 Place receipt in designated box and wait for name to be called.	5.1 release the passport		10 minutes	
5.2 Verify all details in passport are correct.				
5.3 Sign on signature pad.				



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; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



		SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through http://passport.gov.ph and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	<i>Staff, 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 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	20 minutes waiting time 10 minutes	<i>Releasing Officers</i>



Total	PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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6. Passport Services – 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
7. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)



<p>2.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Airline/Hotel</p>
<p>3. Pregnant women</p>	<p>Printed Application Form with E-Receipt</p> <p>Medical certificate/records (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Hospital, Licensed physician</p>
<p>4. Minors aged seven (7) years and below</p> <p>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>
<p>4.1. Parent/s; or</p>	<p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>
<p>4.2 Legal guardian; or</p>	<p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Family Court</p>
<p>4.3 Authorized representative</p>	<p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p>	<p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p>
<p>5. Solo parents</p>	<p>Printed Application Form with E-Receipt</p> <p>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>
<p>6. Overseas Filipino Workers (OFWs)</p>	<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>



	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <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:	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 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 santiago.co@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	Information and Public Assistance Officer
4. Wait for the number to be called inside the processing area	4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter	None	15 minutes	Verifier
5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor	5. 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	None	15 minutes	Processor 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>Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<p>6. Pay the required fees at the Cashier</p>	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>



<p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Encoder</i></p>
<p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p>	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



Consular Office (CO) Tacloban City, Leyte

EXTERNAL SERVICES



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 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	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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship,	Client



submit certificate of naturalization of parents and re-acquisition certificates 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post



B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public



C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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	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 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"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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:	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 -Photocopy of the passport datapage/ travel document -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 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	



<p>E.1.1 Five (5) original copies of duly accomplished Report of Birth <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) 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 -Photocopy of the passport datapage/ travel 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>	<p>Client</p>
<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</p>	<p>Client</p>
<p>E.1.7 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>E.1.9 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>E.1.10 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



- 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority



<p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	<p>Cashier</p>
<p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p>	
<p>F.1 Child born more than one (1) year old</p>	
<p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<p>Issuing Authority where the applicant was born</p>
<p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of 	<p>Client</p>



document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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	PERSONRE 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



<p>2. Submit the required documents to CRD Window for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL (to be paid in PHP)</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE TACLOBAN
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage	Downloadable from 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.2.4.1 Photocopies of datapage E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following: • Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report)	Issuing Authority where the marriage took place



<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEEES 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	FEEES 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 when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<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>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



3. Civil Registration Services – 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)
<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 tacloban.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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. Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
TOTAL		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: 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, 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	<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	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 electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE TACLOBAN
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> 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 5.1 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	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;	



	<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>Releasing: 30 minutes</p>	
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6. Passport Services – 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
7. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)



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



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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CORE REQUIREMENTS	
Printed Application Form with E-Receipt	passport.gov.ph
PSA Birth Certificate or Report of Birth (1 original, 1 photocopy)	Philippine Statistics Authority (PSA)
Acceptable Valid Government ID (1 original, 1 photocopy)	Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel:	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 PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies



Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from tacloban.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queuing 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	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 queuing number and necessary documents	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents	None	15 minutes	Processor Note: The processors are assigned on each



<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>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			<p>designated window on a rotational basis daily.</p>
<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 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular</p>	<p>5 minutes</p>	<p>Cashier</p>



		processing of passports Penalty fee – PHP 350.00 * For mutilated, lost valid or expired electronic passport		
7. Proceed to the Encoding Area 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents 7.1 Save the data of the applicant 7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.	None	15 minutes	<i>Encoder</i>
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	



Consular Office (CO) Tagum City, Davao Del Norte

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 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	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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship,	Client



submit certificate of naturalization of parents and re-acquisition certificates 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post



B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public



C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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	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 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"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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:	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 -Photocopy of the passport datapage/ travel document -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 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	



<p>E.1.1 Five (5) original copies of duly accomplished Report of Birth <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) 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 -Photocopy of the passport datapage/ travel 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>	<p>Client</p>
<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</p>	<p>Client</p>
<p>E.1.7 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>E.1.9 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>E.1.10 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



- 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
E.2.7 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority



<p>E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar -If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	<p>Cashier</p>
<p>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</p>	
<p>F.1 Child born more than one (1) year old</p>	
<p>F.1.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>F.1.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<p>Issuing Authority where the applicant was born</p>
<p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located 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> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of 	<p>Client</p>



document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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 tagum.co@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward



<p>2. Submit the required documents to CRD Window for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>transmittal to DFA ASEANA CRD CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the</p>	<p>10 minutes</p>	<p>Cashier</p>



		Philippine Consulate General		
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	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE TAGUM
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	



D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client



E.1.4.1 Photocopies of datapage	
E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3. Birth Certificate of both parties	
E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	PSA
E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Foreign Authority
E.2.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties	Client
E.2.4.1 Photocopies of datapage	
E.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	
E.2.5 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.2.6 Notarized Affidavit of Delayed Registration	Any notary public
e.2.7 Notarized Affidavit of Two (2) Disinterested persons	Any notary public
e.2.8 Consular Fee : USD 25.00 to be paid in Philippine peso	Cashier
F. For marriages solemnized in Japan	
F.1 Party being registered married less than one (1) year	
F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following:	



<ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

REMINDERS:

For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from tagum.co@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<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>	<p>10 minutes</p>	<p>Cashier</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. (Applicant to keep the original copy of receipt)</p>	<p>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</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



3. Civil Registration Services – 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)
<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 tagum.co@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: 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	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 5.1 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	20 minutes waiting time 10 minutes	Releasing Officer



Total	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite Php 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

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



	<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>Releasing: 30 minutes</p>	
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6. Passport Services – 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
<p>1. Senior citizens</p> <p>A senior citizen may be accompanied by one (1) adult companion, provided that they are:</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p>
<p>1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>
<p>1.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Airline/Hotel</p>
<p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p>	<p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p>
<p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>



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



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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a queuing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	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 queuing number, conduct interviews and verify the	None	15 minutes	Processor Note: The processors are assigned on



<p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			<p>each designated window on a 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 receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option</p>	<p>5 minutes</p>	<p>Cashier</p>



		<p>to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>		
<p>7. Proceed to the Encoding Area</p> <p>7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section 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	



Consular Office (CO) Tuguegarao City, Cagayan

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.1.4 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Foreign Service Posts/ Country of Marriage
A.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
A.1.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	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)	
A.1.8 Five (5) recent passport size photos of the child	Client
A.1.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client



A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.2.10. Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
A.2.11. Notarized Affidavit of Delayed Registration	Any notary public
A.2.12. If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	Cashier
B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
B.1. Child born is less than one (1) year old	
B.1.1. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar	Any notary public/ Local Civil Registrar/ Foreign Service Post



- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	
B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
B.2 Child born is more than one (1) year old	
B.1.2. Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.3. Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 <i>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)	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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth 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) -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 -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.2.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.2.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.2.6 First passport or travel document of the child <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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) <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier



E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER	
E.1 In case the party seeking registration the child born more than one (1) year old	
E.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 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 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) <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.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>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</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.2 In case the party seeking registration the child born more less than one (1) year old</p>	
<p>E.2.1 Five (5) original copies of duly accomplished Report of Birth</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> • Shusseï Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	<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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	Cashier
F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
F.1 Child born more than one (1) year old	
F.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
F.1.2 Original Documents of the following: <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
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	Client



-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
F.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the 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 tuqegarao.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
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<p>1. Submit the notarized duly-accomplished Report of Birth Form</p>	<p>1. Receive the Report of Birth Form</p>	<p>None</p>	<p>1 minute</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>2. Submit the required documents to CRD Window for initial assessment and verification</p>	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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. (Applicant to keep the original copy of receipt)</p>	<p>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</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>



TOTAL (to be paid in PHP)	USD 25 or *USD 50/ * USD 75	31 minutes	
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2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE TUGUEGARAO
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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)
<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 C.2.3.1. Photocopies of datapage C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. D.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.1.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	



D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties	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 <i>Item 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)	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) 	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> Koseki Tohon (latest Family Registry) 	
<ul style="list-style-type: none"> If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	
<ul style="list-style-type: none"> Birth Certificate of Filipino spouse from the PSA 	Philippine Statistics Authority
<ul style="list-style-type: none"> Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available) 	Foreign Service Post
<ul style="list-style-type: none"> Five (5) recent passport size photos of both parties 	Client
<ul style="list-style-type: none"> Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable 	Philippine Statistics Authority
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i></p>	Cashier
F.2 Party being registered married more than one (1) year	
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>	<p>Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)</p> <p>Notary Public</p>
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p> <p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>	Any notary public
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p>	Cashier



*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in *Osaka*

REMINDERS:
 For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;
 For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;
 For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse
 For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision
 For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from tuguegarao.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <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		<p>USD 25 or</p> <p>*USD 50/ * USD 75</p>	31 minutes	



3. Civil Registration Services – 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)
<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 tuguegarao.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	<p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>			
<p>3. Pay the required consular fees at the second floor Cashier.</p>	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i></p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	<p>10 minutes</p>	<p>Cashier</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. Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/verification</p>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
TOTAL		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
School ID (for 7 years old and above)	School
ADDITIONAL REQUIREMENTS FOR MINORS	
Accompanied by father: 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	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment. 5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	Processors
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time 10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section 5.1 Place receipt in designated box and wait for name to be called. 5.2 Verify all details in passport are correct. 5.3 Sign on signature pad.	5. check receipt and locate passport 5.1 release the passport	None	20 minutes waiting time 10 minutes	Releasing Officer



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; Releasing: 30 minutes	
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE TUGUEGARAO
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> 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, 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 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	20 minutes waiting time 10 minutes	<i>Releasing Officers</i>



Total	PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	
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6. Passport Services – 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
1. Senior citizens A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph City/Municipal Office of the Senior Citizen Affairs (OSCA)
1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph Philippine Statistics Authority (PSA)
1.2. A travelling companion	Printed Application Form with E-Receipt Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph Airline/Hotel
2. Persons with disabilities (PWDs) A PWD may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt PWD ID (present original and 1 photocopy)	passport.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)
2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage	passport.gov.ph Philippine Statistics Authority (PSA)



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



6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Overseas Worker Welfare Administration (OWWA)
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid employment contract (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS Valid work visa (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph Embassy or Consulate
	Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)	Maritime Industry Authority (MARINA)
	Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer
7. Exceptional and emergency cases	Printed Application Form through OPAS Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	onlineappform.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 <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
Renewal Adult Applicants FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA



	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from tuguegarao.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a queueing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	Information and Public Assistance Officer
4. Wait for the number to be called inside the processing area	4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter	None	15 minutes	Verifier
5. When the number is called, proceed to the Processing Counter and give the queueing	5. Receive the queueing number, conduct interviews and verify the	None	15 minutes	Processor



<p>number and necessary documents</p> <p>5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>authenticity of the documents</p> <p>5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			<p>Note: The processors are assigned on each designated window on a 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 receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p>	<p>5 minutes</p>	<p>Cashier</p>



		* For mutilated, lost valid or expired electronic passport		
7. Proceed to the Encoding Area 7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents 7.1 Save the data of the applicant 7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.	None	15 minutes	<i>Encoder</i>
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	



Consular Office (CO) Zamboanga City, Zamboanga Del Sur

External Services



CIVIL REGISTRATION SERVICES

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.

1. Civil Registration Services – 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 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 re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
A.1.10. Consular Fee: USD25.00 to be paid in Philippine peso at the Cashier	Cashier
A.2 In case the party seeking late registration the child born more than one (1) year old	
A.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino parent/s and foreign birth certificate of foreign national parent
A.2. 3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
A.2.8. Five (5) recent passport size photos of the child	Client
A.2.9 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.4. First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.5. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.6. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.7. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage	Client



- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's 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 Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
B.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
B.1.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
B.1.6 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) - 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) -Photocopy of passport datapage - 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	Cashier
C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER	
C.1 Child born more than one (1) year old	
C.1.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
C.1.2 Birth Certificate Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	Issuing Authority where the applicant was born The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the <i>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 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
Note: For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
Note: For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client
C.2.6. Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier



D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS

D.1 In case the party seeking registration the child born less than one (1) year old	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Client
D.2 In case the party seeking registration the child born more than one (1) year old	
D.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<i>Item 20 should be notarized by any notary public</i>	Notary Public
D.2.2 Original Documents of the following:	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 -Photocopy of the passport datapage/ travel document -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
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 <i>Item 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:	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) 	
<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 -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) -Photocopy of passport 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>	<p>Client</p>
<p>E.1.7 Five (5) recent passport size photo the child</p>	<p>Client</p>
<p>E.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child</p>	<p>Notary public</p>
<p>E.1.9 Notarized Affidavit of Delayed Registration</p>	<p>Notary public</p>
<p>E.1.10 Five (5) recent passport size photo the child</p>	<p>Client</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<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 	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-</p>	<p>Any notary public/ Local Civil Registrar/ Foreign Service Post</p>



acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
E.2 In case the party seeking registration the child born more less than one (1) year old	
E.2.1 Five (5) original copies of duly accomplished Report of Birth <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> • Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall) or certified true copy with stamps from City Hall • Boshi Techo (Maternity Registry Book) • Koseki Tohon (latest Family Registry) 	Issuing Authority where the applicant was born
E.2.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
E.2.4 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
E.2.5 First passport or travel document of the child -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
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 Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate 	
<p>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>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)
<p><i>Item 20 should be notarized by any notary public</i></p>	Notary Public
<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) 	Issuing Authority where the applicant was born
<p>F.1.3 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth</p>	Issuing Authority where the applicant was born
<p>F.1.4 PSA Negative Certification of Birth Record (CRS Form no. 1)</p>	Philippine Statistics Authority
<p>F.1.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport 	Client
<p>F.1.6 Passport of parents (valid at the time of the birth of the child)</p> <ul style="list-style-type: none"> -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport 	Client
<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>	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</p>	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 <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
1. Secure an appointment from zamboanga.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<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 General in</p>	<p>10 minutes</p>	<p>Cashier</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>	<p>None</p>	<p>10 minutes</p>	<p>CO Registration Officer, for onward transmittal to DFA ASEANA CRD</p>
<p>TOTAL (to be paid in PHP)</p>		<p>USD 25 or *USD 50/ * USD 75</p>	<p>31 minutes</p>	



2. Civil Registration Services – Report of Marriage

Office or Division:	CONSULAR OFFICE ZAMBOANGA
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. In case party being registered married less than one (1) year	
A.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
A.2. Marriage Certificate	Issuing Authority where the marriage took place
A.3 Birth Certificate of both parties A.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA A.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Or Issued by foreign country of birth with official English translation, if applicable
A.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties A.4.1 Photocopies of datapage A.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
A.5. Five (5) recent passport size photos of both parties	Client
A.6. Negative Certification of Marriage Record (CRD Form No. 3)	Philippine Statistics Authority
A.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
B. In case party being registered married for more than 1 year	
B.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
B.2. Marriage Certificate	Issuing Authority where the marriage took place
B.3. Birth Certificate of both parties B.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA B.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
B.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties B.4.1. Photocopies of datapage B.4.2 In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
B.5. Five (5) recent passport size photos of both parties	Client



B.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
B.7. Notarized Affidavit of Delayed Registration	Any notary public
B.8. Notarized Affidavit of Two (2) Disinterested persons	Any notary public
B.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East	
C.1. Party being registered married less than one (1) year	
C.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.1.3. Birth Certificate of both parties C.3.1 For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.3.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.1.4 Passports of both parties valid at the time of marriage and current/ valid passport of both parties C.1.4.1. Photocopies of datapage C.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
C.1.5. Five (5) recent passport size photos of both parties	Client
C.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
C.2. Party being registered married more than one (1) year	
C.2.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
C.2.2. Birth Certificate of both parties C.2.2.1. For Filipino nationals- Authenticated Birth Certificate issued by the PSA C.2.2.2 For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
C.2.3. Passports of both parties valid at the time of marriage and current/valid passport of both parties C.2.3.1. Photocopies of datapage	Client



C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	
C.2.4. Five (5) recent passport size photos of both parties	Client
C.2.5. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
C.2.6. Notarized Affidavit of Delayed Registration	Any notary public
C.2.7. Notarized Affidavit of Two Disinterested persons	Any notary public
C.2.8. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D. For marriages solemnized in the USA and Canada	
D.1. Party being registered married less than one (1) year	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.1.2. Marriage Certificate	Issuing Authority where the marriage took place
D.1.3. Birth Certificate of both parties	
D.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	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 D.1.4.1 Photocopies of datapage D.1.4.2. In case of unavailability execute an Affidavit of Non- submission of Document and attach a copy of valid/ recent passport or ID	Client
D.1.5. Five (5) recent passport size photos of both parties	Client
D.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.1.7. Photocopy of green card/ permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.1.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.1.9. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
D.2. Party being registered married for more than one (1) year	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties	
D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	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 D.2.4.1 Photocopies of datapage D.2.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	PSA
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or business)/ job contract or working permit (if working abroad at the time of marriage)	Client
D.2.8. Copy Certificate of Naturalization (if applicable)	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E. For marriages solemnized in NEPAL and INDIA	
E.1 Party being registered married less than one (1) year	
E.1.1. Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
E.1.2. Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.1.3. Birth Certificate of both parties E.1.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA. E.1.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA Foreign Authority
E.1.4. Passports of both parties valid at the time of marriage and current/ valid passport of both parties E.1.4.1 Photocopies of datapage E.1.4.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach a copy of valid/ recent passport or ID	Client
E.1.6 Negative Certification of Marriage Record (CRS Form No. 3)	PSA
E.1.7. Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
E.2 Party being registered married more than one (1) year	
E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines



E.2.3. Birth Certificate of both parties	
E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	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
• Konin Todoke No Kisai Jiko Shomeisho(Marriage Notification Report)	
• Koseki Tohon (latest Family Registry)	
• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)	
• Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
• Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
• Five (5) recent passport size photos of both parties	Client
• Negative Certification of Marriage Record from the PSA	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 <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	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph)



<i>Item 20 should be notarized by any notary public</i>	Notary Public
F.1.2. Advisory on Marriages from PSA	Philippine Statistics Authority
F.1.3. Original documents of the following: <ul style="list-style-type: none"> Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report) Koseki Tohon (latest Family Registry) If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage) 	Issuing Authority where the marriage took place
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 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 Form	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



Report of Marriage Form				
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
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		<p>USD 25 or</p> <p>*USD 50/ * USD 75</p>	31 minutes	



3. Civil Registration Services – Report of Death

Office or Division:	CONSULAR OFFICE ZAMBOANGA
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	Next of Kin of Filipino Citizens died abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Five (5) original copies of duly-accomplished and notarized Report of Death forms <i>Item No. 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website (www.consular.dfa.gov.ph) Notary Public
Five (5) photocopies of the following: 1. Death Certificate	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 zamboanga.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements 2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form 2.1.2 Pay the appropriate consular fee/s 2.2 Incomplete requirements: Return documents and inform applicant to submit	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	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 <i>Tokyo</i> *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form. (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
TOTAL		USD 25 or *USD 50/ * USD 75	31 minutes	



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.

The table below shows the turnaround time for the processing of passports beginning 24 July 2023:

	Regular	Express/Expedited
DFA Aseana and NCR Consular Offices	10 working days	5 working days
Consular Offices in Visayas and Mindanao	12 working days	7 working days

4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants

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

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



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



Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)				
Adoption papers (present original, 1 photocopy)		Relevant Court		
PSA certificate of foundling (present original, 1 photocopy)		PSA		
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	<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	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)	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



	(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)		
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5. Passport Services – Regular Passport Services – Renewal of a Regular Passport

Office or Division:	CONSULAR OFFICE ZAMBOANGA
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
FOR MINOR APPLICANTS	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old).	School
ADDITIONAL REQUIREMENTS	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> 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, 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 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	20 minutes waiting time 10 minutes	<i>Releasing Officers</i>
Total		PHP 950.00 for regular or PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated,	Application: 1 Hour and 15 minutes; Releasing: 30 minutes	



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



<p>2.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt</p> <p>Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Airline/Hotel</p>
<p>3. Pregnant women</p>	<p>Printed Application Form with E-Receipt</p> <p>Medical certificate/records (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Hospital, Licensed physician</p>
<p>4. Minors aged seven (7) years and below</p> <p>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>
<p>4.1. Parent/s; or</p>	<p>Printed Application Form with E-Receipt</p> <p>PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p>
<p>4.2 Legal guardian; or</p>	<p>Printed Application Form with E-Receipt</p> <p>Court Order (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>Family Court</p>
<p>4.3 Authorized representative</p>	<p>Printed Application Form with E-Receipt</p> <p>Special Power of Attorney (1 original)</p>	<p>passport.gov.ph</p> <p>Notary Public or Philippine Embassy/ Philippine Consulate General</p>
<p>5. Solo parents</p>	<p>Printed Application Form with E-Receipt</p> <p>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>
<p>6. Overseas Filipino Workers (OFWs)</p>	<p>Printed Application Form with E-Receipt or Printed Application Form through OPAS</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.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 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.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:	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	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) DSWD Clearance (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD



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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from 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
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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	4. Verify if the applicant is included in the Department's Look-Out-List (LOL) 4.1 Forward the passport application forms to the Processing Counter	None	15 minutes	Verifier
5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents 5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor 5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor	5. Receive the queueing number, conduct interviews and verify the authenticity of the documents 5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification 5.2 If all the documents are complete, inquire if the applicant would like to have their new	None	15 minutes	Processor Note: The processors are assigned on each designated window on a rotational basis daily.



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



<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>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.</p>			
<p>8. Return on the tentative release date indicated on the official receipt and present the original official receipt</p> <p>8.1 Receive the passport</p>	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Releasing Personnel</i></p>
<p>Total</p>		<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	<p>1 hour and 10 minutes</p>	



FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback?	<p>Client may accomplish the client feedback form available at the counters, and drop it at the designated drop box located at conspicuous areas in the office.</p> <p>For internal clients, may accomplish the paper-based or online ICFF of the office which they availed the service.</p>
How feedbacks are processed?	<p>Offices collect, evaluate, and prepare a quarterly feedback report to their oversight office for discussion and action of management and concerned office.</p> <p>For feedback requiring immediate response or action, the concerned office ensures that receipt of this is acknowledged within (3) days.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8651-9400</p>
How to file a complaint?	<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 to oca.concerns@dfa.gov.ph or passportconcerns@dfa.gov.ph with the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence
How complaints are processed?	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer forwards 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) 8651-9400; oca.concerns@dfa.gov.ph</p>
Contact Information of OCA Divisions/Sections	Please refer to the List of Offices and Contact Information.
Presidential Complaints Center (PCC)	8888



CSC Contact Center ng Bayan (CCB)	0908 881 6565 (SMS)
Anti-Red Tape Authority (ARTA)	8478 5091/ 8478 5099



LIST OF OFFICES AND CONTACT INFORMATION

Office	Address	Contact Information
Board of Foreign Service Administration Secretariat	12 th Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8834-3660 Email: bfsa@dfa.gov.ph
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 Asset Management and Support Services	2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8834 8874 Email: oamss@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: 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	Passport Appointment Concerns Contact Info: 8234 – 3488 Passport, Authentication and other Consular Inquiries



		<p>Contact Info: 8651 – 9400, +63 956 0526 290 / +63 961 9432 021 <i>Mondays to Fridays (except holidays) 8:00AM to 5:00PM</i></p> <p>Authentication Concerns 8651-9400 loc. 2266</p> <p>Email Add:</p> <p>For government officials/personnel applying for a diplomatic or official passport: oca.dops@dfa.gov. ph</p> <p>For apostillization/authentication of a Philippine-issued document: oca.apostilleconcerns@dfa.gov.ph</p> <p>For civil registration or filing of a Report of Birth/Marriage/Death: oca.crd@dfa.gov.ph</p> <p>For visa renewal for accredited representatives of Foreign Missions and International Organizations: oca.visa@dfa.gov.ph</p> <p>For other concerns and general inquiries: oca.concerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE NCR Central</p>	<p>1st Floor, Lingkod Pinoy Center, Robinsons Galleria, West Lane Edsa cor. Ortigas Avenue, Quezon City</p>	<p>Contact No: ((02)8631-0806, (02)8631-0700</p> <p>Email: ncrcentral.so@dfa.gov.ph</p>



<p>CONSULAR OFFICE NCR East</p>	<p>7th Floor SM Megamall Building C, EDSA cor. Julia Vargas Avenue Mandaluyong City</p>	<p>Contact No: (02)8234-2478, (02)8234-5062</p> <p>Email: For Passport Concerns: ncrestco.passportconcerns@dfa.gov.ph</p> <p>For Passport Releasing inquiries: ncrestco.passportreleasing@dfa.gov.ph</p> <p>For Authentication/Apostille concerns: ncrest.authentication@dfa.gov.ph</p>
<p>CONSULAR OFFICE NCR North</p>	<p>3rd Floor Lingkod Pinoy Center Building B, Robinsons Novaliches, Quirino Highway, Barangay Pasong Putik, Quezon City</p>	<p>Contact No: (02)8372-7902</p> <p>Email: ncrnovaliches.so@dfa.gov.ph</p> <p>For Client Concerns: ncrnorth.coclientconcerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE NCR Northeast</p>	<p>Level 2 Ali Mall Araneta Center, Cubao, Quezon City</p>	<p>Contact No: (02)8293-0105</p> <p>Email: ncrneast.so@dfa.gov.ph</p> <p>For Clients Concerns: ncrneast.coclientconcerns@dfa.gov.ph</p> <p>For Apostille Concerns: ncrne.authentication@dfa.gov.ph</p>
<p>CONSULAR OFFICE NCR South</p>	<p>3rd Level, West Wing, Festival Mall – Alabang, Muntinlupa</p>	<p>Contact No: (02)8551-1051</p> <p>Email: For Passport Concerns: ncrsouth.passport@oca.dfa.gov.ph</p>



		<p>For Passport Releasing Concerns: ncrsouth.releasing@oca.dfa.gov.ph</p> <p>For Authentication/Apostille concerns: ncrsouth.authentication@oca.dfa.gov.ph</p>
CONSULAR OFFICE NCR West	5 th Floor SM City Manila, Natividad Almeda Lopez Street corner San Marcelino Street, Ermita, Manila	<p>Contact No: For calls, dial +63(02)8536-9995; For text message, send to 0920-503-7256</p> <p>Email: ncrwest.so@dfa.gov.ph</p> <p>For Client Concerns: ncrwest.coclientconcerns@dfa.gov.ph</p>
CONSULAR OFFICE ANGELES	4th Floor, BPO Tech Hub Tower 10, SM City Clark Expansion CMAR, Mabalacat City, Pampanga	<p>Contact No: (045)499-0776, 0922-497-4263</p> <p>Email: For Courtesy Lane Facility and Civil Registry: angeles.coclientconcerns@dfa.gov.ph</p> <p>For Passport Releasing Concerns: angeles.coreleasing@dfa.gov.ph</p>
CONSULAR OFFICE ANTIPOLO	3rd Floor SM Cherry Foodarama, Marikina-Infanta Highway, Antipolo City, Rizal	<p>Contact No: (02)8562-2491</p> <p>Email: antipolo.co@dfa.gov.ph</p> <p>For Passport inquiries and requests: rco-antipolo@oca.dfa.gov.ph</p> <p>For Passport Releasing inquiries: releasing.coantipolo@gmail.com</p>



<p>CONSULAR OFFICE ANTIQUÉ</p>	<p>3F Robinson's Antique, Brgy. San Angel, San Jose de Buenavista, Antique</p>	<p>Contact No: (+63) 963 711 3844</p> <p>Email: antique.co@dfa.gov.ph</p> <p>For Client Concerns: antique.clientconcerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE BACOLOD</p>	<p>3rd Floor Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City</p>	<p>Contact No: (034)441 2675</p> <p>Email: bacolod.rco@dfa.gov.ph, bacolod.coclientconcerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE BAGUIO</p>	<p>Upper Basement SM City Baguio Luneta Hill, Upper Session Road, Baguio City</p>	<p>Contact No: (074)422-1465</p> <p>Releasing Concerns : 0998 592 1849 (Smart) 0917 800 4587 (Globe)</p> <p>Email: baguio.rco@dfa.gov.ph</p> <p>Passport (Application, Courtesy Lane and Releasing Concerns), Assistance-to-Nationals and Civil Registrations: baguio.coclientconcerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE BUTUAN</p>	<p>3rd Floor Robinsons Place Butuan, J.C. Aquino Ave., Butuan City</p>	<p>Contact No: (085)815-5571, 0917 834 2632, 0999 991 3995</p> <p>Email: butuan.rco@dfa.gov.ph</p> <p>Clients Concerns: butuan.coclientconcerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE CAGAYAN DE ORO</p>	<p>5th Floor BPO Tower, SM Downtown Premier, Claro M.</p>	<p>Contact No: (088)327 4272</p> <p>Email: cdo.rco@dfa.gov.ph</p>



	Recto Ave. cor Osmeña Street, Cagayan de Oro City 9000	For Client Concerns: cdo.coclientconcerns@dfa.gov.ph For Releasing Concerns: dfacdoc.releasing@gmail.com For Authentication Concerns: cdo.authentication@dfa.gov.ph
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)520-5898 Email: cebu.rco@dfa.gov.ph For Client Concerns: cebu.coclientconcerns@dfa.gov.ph For Authentication Concerns: cebu.authentication@dfa.gov.ph
CONSULAR OFFICE CLARIN / OZAMIS	Clarin Town Center, Clarin Misamis Occidental	Contact No: (088) 530 5312 Email: clarin.co@dfa.gov.ph
CONSULAR OFFICE DASMARIÑAS	2nd Floor, SM City Dasmariñas, Governor's Drive, Sampaloc 1, Dasmariñas, 4114 Cavite	Contact No: (046)424-1066, 0917-806-0446 Email: rco-dasma@oca.dfa.gov.ph
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



<p>CONSULAR OFFICE DUMAGUETE</p>	<p>2nd Floor Robinsons Place, South Road, Calindagan, Dumaguete City</p>	<p>Contact No: (035)532-0024, (035)532-0019, 0917-810-3273</p> <p>Email: dumaguete.rco@dfa.gov.ph</p> <p>For Client inquiries: dumaguete.coclientconcerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE GENERAL SANTOS</p>	<p>Ground Floor Robinsons Place General Santos, Jose Catolico Sr. Ave., Lagao, General Santos City</p>	<p>Contact No: (083)553 8380; 0917 828 8591</p> <p>Email: gensan.rco@dfa.gov.ph</p> <p>ATN Concerns: generalsantos.atn@dfa.gov.ph</p> <p>RIG Concerns: generalsantos.rig@dfa.gov.ph</p> <p>Courtesy Lane Requests: generalsantos.courtesy@dfa.gov.ph</p> <p>Property-related Concerns: generalsantos.coproperty@dfa.gov.ph</p> <p>Finance-related Concerns: generalsantos.cofinance@dfa.gov.ph</p> <p>General Inquiries and CO Concerns: generalsantos.coclientconcerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE ILOILO</p>	<p>3F Robinsons Place Iloilo Quezon Wing, cor. Ledesma-Mabini Sts., Iloilo City 5000</p>	<p>Contact No: (033)336 1737</p> <p>Email: iloilo.rco@dfa.gov.ph</p>



		For Client Concerns and Inquiries: iloilo.coclientconcerns@dfa.gov.ph
CONSULAR OFFICE LA UNION	2nd Floor, CSI Mall, Brgy Biday, City of San Fernando, La Union	Contact No: (072)889-6303, 0917-895-2322, 0949-883-8422 Email: launion.rco@dfa.gov.ph Passport Application Concerns: launion.coclientconcerns@dfa.gov.ph Apostille Application Concerns: launion.authentication@dfa.gov.ph
CONSULAR OFFICE KIDAPAWAN	Alim Street, Barangay Poblacion, Kidapawan City	Contact No: 09363385742 Client Concerns/Inquiries: cokc.concerns@gmail.com Request for Courtesy Lane: cokc.courtesylane@gmail.com ATN Concerns: cokc.atn@gmail.com
CONSULAR OFFICE LEGAZPI	3F Pacific Mall-Legazpi, F. Imperial St., cor. Circumferential Rd., Brgy. Capantawan, Landco Business Park, Legazpi City	Contact No: (052)820-2089 Email: dfa.colegazpi@oca.dfa.gov.ph For Client Concerns: legazpi.coclientconcerns@dfa.gov.ph Assistance-to-nationals: colegazpi.atn@oca.dfa.gov.ph



<p>CONSULAR OFFICE LIPA</p>	<p>2nd Floor Robinsons Place Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City, Batangas</p>	<p>Contact No: (043)722-0578 Email: lipa.rco@dfa.gov.ph, lipa.coclientconcerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE LUCENA</p>	<p>3rd Floor Pacific Mall-Lucena, M.L. Tagarao St., Barangay III, Lucena City</p>	<p>Contact No: (042)373-1119 Email: lucena.rco@dfa.gov.ph For Passport and Client Concerns: lucena.coclientconcerns@dfa.gov.ph For Releasing Concerns: lucena.coreleasing@oca.dfa.gov.ph For ATN Section: lucena.coatn@oca.dfa.gov.ph</p>
<p>CONSULAR OFFICE MALOLOS</p>	<p>3F Malolos Central Transport Terminal and Commercial Hub by Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan</p>	<p>Contact No: (044)816-7230, 0917-876-2847 Email: malolos.co@dfa.gov.ph, malolos.coclientconcerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE PAMPANGA</p>	<p>2nd Floor Robinsons StarMills, City of San Fernando, Pampanga</p>	<p>Contact No: (045) 636 0007, Email: rco-pampanga@oca.dfa.gov.ph, pampanga.coclientconcerns@dfa.gov.ph</p>
<p>CONSULAR OFFICE PAGADIAN</p>	<p>2nd Floor, City Commercial Center, Santiago District, Pagadian City</p>	<p>Contact No: (062) 9476-205 Email: pagadian.co@dfa.gov.ph</p>
<p>CONSULAR OFFICE PANIQUI</p>	<p>Waltermart Paniqui, McArthur Highway, Brgy. Estacion, Paniqui, Tarlac</p>	<p>Contact No: (045) 606-3581 (Landline), 0917-816-8629 (Globe)</p>



		Email: rco-paniqui@oca.dfa.gov.ph
CONSULAR OFFICE PUERTO PRINCESA	2nd Level Robinsons Place Palawan, National Highway, Brgy. San Manuel, Puerto Princesa City 5300	Contact No: (048)434-1773, 0917 549 7937(Globe) Email: puertoprincesa.rco@dfa.gov.ph Clients Concerns: puertoprincesa.clientconcerns@dfa.gov.ph
CONSULAR OFFICE SAN NICOLAS	2nd Level Robinsons Place Ilocos, Valdez Center, Barangay 1 San Francisco, San Nicolas, 2901 Ilocos Norte	Contact No: (077)770-5541, 0908-890-4211 Email: sannicolas.co@dfa.gov.ph Passport Application Concerns: sannicolas.coclientconcerns@dfa.gov.ph , rco-ilocos@oca.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, 0917-874- 8260 Email: sanpablo.co@dfa.gov.ph Passport Processing Inquiries: rco-sanpablo@oca.dfa.gov.ph Passport Releasing Inquiries: releasing.cosanpablo@gmail.com
CONSULAR OFFICE SANTIAGO	3rd Floor Robinsons Place Santiago Maharlika Highway, Mabini, Santiago City, Isabela	Contact No: (078) 323-3704, 0917-802-2014 Email: santiago.co@dfa.gov.ph



<p>CONSULAR OFFICE TACLOBAN</p>	<p>3rd Level, Robinsons North Tacloban, Abucay, Tacloban City</p>	<p>Contact No: 0917-845-7137 Email: tacloban.rco@dfa.gov.ph, tacloban.coclientconcerns@dfa.gov.ph For Client inquiries: dfa.cotacloban@gmail.com</p>
<p>CONSULAR OFFICE TAGUM</p>	<p>4th Floor, Gaisano Mall of Tagum, National Highway, Briz District, Tagum City, Davao del Norte</p>	<p>Contact No: (084)216 9846 Email: tagum.co@dfa.gov.ph For Client inquiries: tagum.coclientconcerns@dfa.gov.ph For Passport Releasing inquiries: dfatagumreleasing@gmail.com</p>
<p>CONSULAR OFFICE TUGUEGARAO</p>	<p>GF, City Hall Bldg., Regional Government Center, Carig Sur, Tuguegarao City, Cagayan.</p>	<p>Contact No: ((078)377-0267, 0917-861-6903 Email: tuguegarao.coclientconcerns@dfa.gov.ph For ATN Concerns: rco-tuguegarao@oca.dfa.gov.ph</p>
<p>CONSULAR OFFICE ZAMBOANGA</p>	<p>2nd & 3rd Floors, BG Bldg., Veterans Ave., Zamboanga City, Zamboanga del Sur</p>	<p>Contact No: 062)991-4398 Fax: (062) 991-7958 Email: zamboanga.rco@dfa.gov.ph For Client Concerns: zamboanga.coclientconcerns@dfa.gov.ph</p>